



# Broadband Program Mapping Tool Help Guide

March 14, 2011

# Broadband Program

## Mapping Tool Help Guide

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# I. Overview

As part of the overall application process, all entities requesting funding under the Broadband Loan and Loan Guarantee Program (Broadband Program) must submit maps of their Service Area(s) through the Rural Utilities Service (RUS) web-based mapping tool. These maps must include those areas where the applicant is currently providing telecommunications services and those areas where the applicant is proposing to serve, both with RUS funding and non-RUS funding. Keep in mind that a Service Area means the geographic area within which a service provider offers telecommunications service, or is proposing to offer telecommunications service. Non-contiguous areas are considered separate Service Areas and must be treated separately for the purpose of determining Service Area eligibility. Multiple Service Areas may be included in a single application.

RUS will use these maps to post a Public Notice Filing (PNF), which will provide a 30-day period for existing service providers to submit information to RUS regarding their existing service offerings. **Providing a response to any PNF is voluntary.** Existing service providers are not required to provide a response to any PNF, but must do so in order for their existing services to be considered when determining the eligibility of the Service Areas identified in the associated application. Any respondent wishing to submit a response to any PNF must do so through RUS' web-based mapping tool. RUS will not accept paper submissions of responses; any paper submissions will be returned.

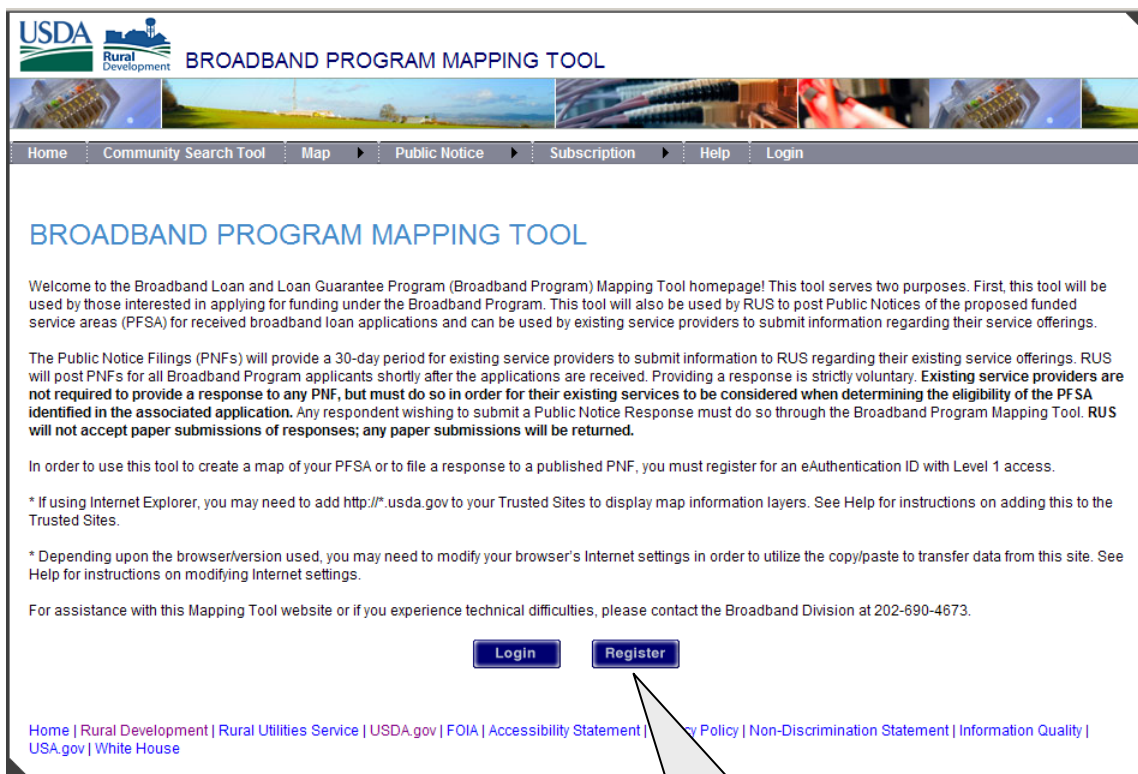
In order to use this tool to create maps of your funded and non-funded Service Area(s), or to file a response to any published PNF, you must register for an eAuthentication ID with Level 1 access.

If you need assistance using the Broadband Program mapping tool, or if you experience any technical difficulties, please contact the Broadband Division at 202-690-4673.

## II. Applicants

### A. Create eAuthentication ID

- Go to: <http://broadbandsearch.sc.egov.usda.gov/>
- The Mapping Tool Home Page will be displayed.
- To create an eAuthentication account with Level 1 access, select the “Register” button.
- Input the applicable information and select the “Continue” button.
- Review your information for correctness. If correct, select the “Submit” button.
- The system will send a confirmation email to the email address you entered. The email will contain a link to activate your eAuthentication ID. You must select the “Activate Account” link in the email within 7 days or your account will be terminated and you will have to start the entire process again. If you have not received a confirmation email within 24 hours, check your personal email filter settings. For further assistance, contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642.



**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

Home | Community Search Tool | Map | Public Notice | Subscription | Help | Login

### BROADBAND PROGRAM MAPPING TOOL

Welcome to the Broadband Loan and Loan Guarantee Program (Broadband Program) Mapping Tool homepage! This tool serves two purposes. First, this tool will be used by those interested in applying for funding under the Broadband Program. This tool will also be used by RUS to post Public Notices of the proposed funded service areas (PFSA) for received broadband loan applications and can be used by existing service providers to submit information regarding their service offerings.

The Public Notice Filings (PNFs) will provide a 30-day period for existing service providers to submit information to RUS regarding their existing service offerings. RUS will post PNFs for all Broadband Program applicants shortly after the applications are received. Providing a response is strictly voluntary. **Existing service providers are not required to provide a response to any PNF, but must do so in order for their existing services to be considered when determining the eligibility of the PFSA identified in the associated application.** Any respondent wishing to submit a Public Notice Response must do so through the Broadband Program Mapping Tool. **RUS will not accept paper submissions of responses; any paper submissions will be returned.**

In order to use this tool to create a map of your PFSA or to file a response to a published PNF, you must register for an eAuthentication ID with Level 1 access.

\* If using Internet Explorer, you may need to add [http://\\*.usda.gov](http://*.usda.gov) to your Trusted Sites to display map information layers. See Help for instructions on adding this to the Trusted Sites.

\* Depending upon the browser/version used, you may need to modify your browser's Internet settings in order to utilize the copy/paste to transfer data from this site. See Help for instructions on modifying Internet settings.

For assistance with this Mapping Tool website or if you experience technical difficulties, please contact the Broadband Division at 202-690-4673.

[Login](#) [Register](#)

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Select “Register” if you have not registered for a Level 1 ID.

# Create an Account

Form Approved - OMB No. 0503-0014

[Create an Account Help](#)

Level 1 Access

## Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

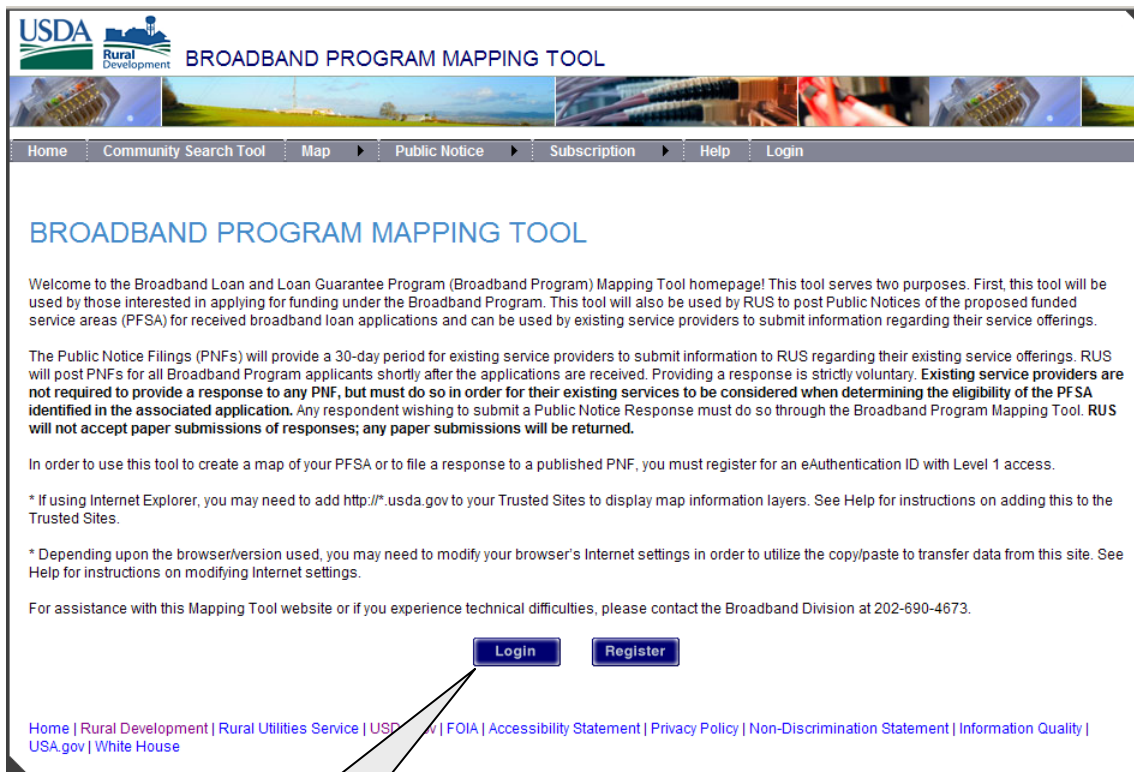
All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:	<input type="text"/>	6-20 characters
Password*:	<input type="password"/>	9-12 characters
		<a href="#">Click here for additional requirements</a>
Confirm Password*:	<input type="password"/>	
First Name*:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text"/>	
Home Postal/Zip Code:	<input type="text"/>	
Country Name*:	<input type="text"/>	
	<b>Email address must be valid to complete registration</b>	
Email*:	<input type="text"/>	
Confirm Email*:	<input type="text"/>	

Enter the required information then select "Continue". You will be sent an email to activate your account

## B. Application Login

- Go to: <http://broadbandsearch.sc.egov.usda.gov/>
- The Mapping Tool Home Page will be displayed.
- Select the “Login” button to log into the application using your Level 1 eAuthentication ID and password.



**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

Home | Community Search Tool | Map | Public Notice | Subscription | Help | Login

### BROADBAND PROGRAM MAPPING TOOL

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In order to use this tool to create a map of your PFSA or to file a response to a published PNF, you must register for an eAuthentication ID with Level 1 access.

\* If using Internet Explorer, you may need to add [http://\\*.usda.gov](http://*.usda.gov) to your Trusted Sites to display map information layers. See Help for instructions on adding this to the Trusted Sites.

\* Depending upon the browser/version used, you may need to modify your browser's Internet settings in order to utilize the copy/paste to transfer data from this site. See Help for instructions on modifying Internet settings.

For assistance with this Mapping Tool website or if you experience technical difficulties, please contact the Broadband Division at 202-690-4673.

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Select “Login” if you have registered and activated your Level 1 ID.

## C. Create a New Application

After successfully logging into the Mapping Tool, the Mapping Tool Home Page will be displayed. Select the “Applicants and Respondents” menu option and select “Application List.” To create a new application, select the “New Application” button.

USDA Rural Development BROADBAND PROGRAM MAPPING TOOL

Home Community Search Tool Map Public Notice Subscription Applicants & Respondents Help Logout

Home > Applicants & Respondents > Application List

### APPLICATION LIST

This page can be used to create a new application or to view any existing applications you have already started or submitted. Please note that no matter how many funded and non-funded Service Area(s) are within a single application, you should draw each map under the same application. Each application should have only one associated reference number.

New Application Application Access Key:  View Application

Select “New Application” to create an application.

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The Edit Service Area screen will be displayed and will allow you to create the first Service Area for your application you are working on. Note: A Service Area is a contiguous geographic area. Your application may include one or more Service Areas. Applicants should create a Service Area map and provide Service Area details for each contiguous geographic area which your application proposes to serve. There is one exception to the rule that a contiguous geographic area should be treated as one Service Area. Applicants who submit applications to upgrade existing broadband facilities in existing Service Areas and expand into new Service Areas at the broadband lending speed, the upgrade area and expansion area must be proposed as two separate Service Areas, even if the upgraded and expanded areas are contiguous.

All applications must include at least one eligible Service Area which is being proposed to be funded with RUS loan funding. Applicants should also provide maps of the other areas where they provide broadband service and/or where they propose to serve with non-RUS funding.

Once applicants have completed entering all of their Service Areas and submit their application through RUS' web-based mapping tool, the system will generate a reference number. This reference number must be noted on Schedule F-2 of your application.

- Enter the name that you want to give the Service Area.
- If applicable, select the check box for "The Service Area is Funded."
- If applicable, select the check box for "At least 25% of the households in the Service Area are underserved households."
- Check all services which will be provided within the Service Area.
- Provide a description of the services which will be provided within the Service Area.
- Select the State and County associated with the Service Area, then select the 'Save and Continue' button. The system will display the map and zoom in on the selected state and county.

The screenshot shows the 'EDIT SERVICE AREA' page of the USDA Rural Development Broadband Program Mapping Tool. The page includes a navigation menu with options like Home, Community Search Tool, Map, Public Notice, Subscription, Applicants & Respondents, Help, and Logout. The main content area has a breadcrumb trail: Application List > View Application > Edit Service Area. Below this is the title 'EDIT SERVICE AREA' and instructions: 'To begin, fill in the information below and select a state and county where you want to draw a service area map. Click 'Save and Continue' to draw a map of your service area. See the User Guide for detailed instructions.'

Callout boxes provide additional guidance:
 

- 'Name the service area' points to the 'Name:' text input field.
- 'Select boxes if applicable' points to the checkboxes for 'The Service Area is Funded.' and 'At least 25% of the households in the Service Area are underserved households.'
- 'Check all services that will be provided in the service area.' points to the checkboxes for 'Voice', 'Video', and 'Data'.
- 'Services to be provided within the Service Area:' points to a large text area for describing services.
- 'Select state' points to the 'State:' dropdown menu.
- 'Select county' points to the 'County:' dropdown menu.
- 'After applicable items selected, "Save and Continue" to draw service area map.' points to the 'Save and Continue' button.

At the bottom of the page, there is a footer with links: Home | Rural Development | Rural Utilities Service | USDA.gov | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House.




















## D. Draw Service Area Maps

Once you have saved your Service Area information you will be directed to draw your Service Area. A pop-up detailing step by step directions to draw the areas will be displayed. [Please read this guidance.](#) You may then minimize it for reference while drawing. Microsoft Silverlight Version 2.0 or higher is needed to perform these functions. If you do not have Silverlight installed, you will be prompted to install.

**The Service Area must be drawn first.** Only **one contiguous Service Area polygon** can be drawn per map. You can draw multiple underserved and unserved areas within your Service Area polygon. If your **unserved** or **underserved** area has the same boundaries as the **Service Area**, just draw the polygon boundaries of those outside of the service area and the tool will automatically crop the unserved and underserved areas to the service area boundaries. **The Service Area and Underserved Area are required for each Funded Service Area map.** If drawing both unserved and underserved areas, the **unserved area must be contained within the boundaries of the underserved area.**

Please follow these steps carefully.

1. Adjust the map to the best position to enable you to draw your areas. You can reposition by Selecting the left mouse button, holding it, and dragging the map to another position. You may also use the  button to reposition. You may zoom in and out by selecting the  and  magnifying glass buttons on the left. At any point that you want to exit the map **without saving** any changes, use the browser's back button. You may select the "Save" button at any time to save your work. It is recommended to save your work frequently. Selecting "Done" will save your work and exit the map.
2. Select the  **Service Area** button, then select the "Add New Region"  button. Position your cursor over your first anchor point, click and release the left mouse button, position the cursor over the next anchor point, click and release the left mouse button, continue this until your polygon shape is finished, then **press the enter key on your keyboard to complete the drawing. Do Not double-Select.**
3. Select the  **Service Area - Underserved** button to draw the underserved area. Next, select the "Add New Region"  button and draw the area just as you did the service area. **Press the enter key on your keyboard to complete the drawing. Do not double-Select!**
4. If necessary, select the  **Service Area - Unserved** button to draw unserved areas. Next, select the "Add New Region"  button to draw this area just as you did the service area. **Press the enter key on your keyboard to complete the drawing. Do not double-Select!**
5. If you want to edit a Service Area you have drawn, you can use other drawing tools.
  - You can use the "Cut from existing region"  button to cut an area out of an existing area. After selecting the button, draw the area you would like to remove, just as you did to create an area. Once the polygon is complete, **press the enter button on your keyboard** and the area will be removed.
  - To move an anchor point, select the "Select Region"  button, then select the area that you want to work with. Select the "Move Anchor on Selected Region"  button. On the anchor point you want to move, **click, hold, and drag** with the left mouse button to the new position.
  - To add an anchor point, select the "Select Region"  button, then select the area that you want to work with. Select the "Add Anchor To Selected Region"  button, then **click, hold, and drag** with the left mouse button, **the previously drawn line** to the new anchor point's correct position.
  - To remove an anchor point, select the "Select Region"  button, then select the area you want to work with. Select the "Remove Anchor from Selected Region"  button and click on the anchor point that you want to remove. The anchor point will be removed and the polygon adjusted. When your map is completed, select the "Done" button and you will be returned to the View Application page.
  - To delete an entire polygon, select the "Select Region"  button, then select the polygon you want to delete and press the "Delete" key on your keyboard.

## E. Edit Service Areas

Service area details and maps can only be deleted prior to submitting the application. To edit the Service Area details, select the “Action” button next to the Service Area you want to edit. Select the “Edit Service Area” item and then make any necessary changes to the Service Area. You may also delete Service Areas, or edit the map from this action button. You can also view the communities associated with this Service Area and view the layer subtotals with this action button.

Select the option you want to perform.

The census totals for one or more service areas are queued for processing. Please check back later for the results.

Area Name	Population in Polygon	Housing Units in Polygon	Households in Polygon	Businesses in Zipcodes in Polygon	Square Miles in Polygon	Census Blocks with Centroid in Polygon
test mo area 1	State(s):					
Service Area	0	0	0	0	43	List
Underserved	0	0	0	0	5	List
Unserved	0	0	0	0	Less than 1	List

View All Service Area Maps

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In order to add more Service Areas to your application, select the “Add New Service Area” button. Add any additional areas and maps using the same steps you used to create your first Service Area and map.

USDA Rural Development BROADBAND PROGRAM MAPPING TOOL

Home | Community Search Tool | Map | Public Notice | Subscription | Applicants & Respondents | Help | Logout

Applicants & Respondents > Application List > View Application

**VIEW APPLICATION**

Created Date: 3/14/2011  
Created By: broadband tester  
Submitted Date:  
Reference Number:

Select “Add New Service Area” to add additional service areas.

Add New Service Area | Create Access Key | Submit

The census totals will appear when processing is finished. Depending on the size of the proposed area, the calculations may take a while as they are based on the census blocks within the area. Accessing the census block list may take a while for large service areas. Please be patient.

\* The census data is based upon 2000 census summary file data. The census blocks included in the list are those whose centroid is within the polygon that you draw. Population and households are aggregated from those census blocks. The square miles calculation is based upon the polygon only. This information is provided to aid you in filling out your application, but you are not required to use it in your application. If you wish to utilize this information, please review the census blocks and if there are blocks missing or showing that you did not expect, adjust the map, or adjust the information you copied into the clipboard and notate it in your application.

\* Depending upon browser/version used, you may need to modify your browser's Internet settings in order to utilize the copy/paste to transfer data to ApplyOnline. See Help for instructions on modifying Internet settings.

Service Area & Communities

The census totals for one or more service areas are queued for processing. Please check back later for the results.

Area Name	Population in Polygon	Housing Units in Polygon	Households in Polygon	Businesses in Zipcodes in Polygon	Square Miles in Polygon	Census Blocks with Centroid in Polygon
test mo area 1	State(s):					
Service Area	0	0	0	0	43	List
Underserved	0	0	0	0	5	List
Unserved	0	0	0	0	Less than 1	List

View All Service Area Maps

Select “View All Service Area Maps” to view all of your service area maps at one time.

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To allow **multiple users to work on the same application**, the system provides the capability to **share the applications**. An applicant can generate an access key for applications they create. To generate the access key, the applicant will select the “Create Access Key” button when they are on the “View Application” page. The system will generate and display an “Access Key” that can be used by other users to gain access to this application. This key will be displayed only **one** time. A new access key can be generated if the key is lost or forgotten. The application creator must select the “Remove Access Key” button on the View Application page and then generate a new access key.

The creator of the application may share this access key with other users that may need to work on this application. The non-creator of the application will enter this access key on the Application List page and select “View Application”. All users who enter a valid access key will retain access to that application unless the application creator removes the access key.

While a user is editing a service area or map, the system will lock that service area and map so multiple users cannot edit the same service area and map at the same time. An error message will be displayed if a user attempts to access a service area and map locked by another user. To avoid service areas and maps from being locked out, the lock will expire after approximately one hour of inactivity.

A user can copy an entire application to a new application and then make any necessary changes to the new application. The user will select the “Copy to New” button on the Application List page and a copy of the application is created as a new application.

The screenshot shows the USDA Rural Development Broadband Program Mapping Tool interface. The page title is "APPLICATION LIST". Below the title, there is a "New Application" button and an "Application Access Key" input field with a "View Application" button. A table lists applications with columns for Application, Created Date, Created By, Submitted Date, and Reference Number. A callout box points to the "Copy To New" button on the table row.

Application	Created Date	Created By	Submitted Date	Reference Number
<a href="#">View</a>	03/14/2011	broadband tester		<a href="#">Copy To New</a>

Select “Copy to New” to create a new application from the existing application.

## F. Review and Submit Application

Once you have created all applicable Service Area(s) for your application and the View Application page is displayed, the census data for the service area will be shown. Depending on the size of the proposed area, the calculations may take a while as they are based on the census blocks within the area and may take a while for large Service Areas. Before submitting your application, review all information for accuracy and then select the "Submit" button. Only the user who initially created the application may submit the application.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

Home | Community Search Tool | Map | Public Notice | Subscription | Applicants & Respondents | Help | Logout

Applicants & Respondents > Application List > View Application

### VIEW APPLICATION

Created Date: 3/14/2011  
 Created By: broadband tester  
 Submitted Date:  
 Reference Number:

[Add New Service Area](#) [Remove Access Key](#) [Submit](#)

When your service area information and map(s) are accurate, click Submit.

The census totals will appear when processing is finished. Depending on the size of the proposed area, the calculations may take a while as they are based on the census blocks within the area. Accessing the census block list may take a while for large service areas. Please be patient.

\* The census data is based upon 2000 census summary file data. The census blocks included in the list are those whose centroid is within the polygon that you draw. Population and households are aggregated from those census blocks. The square miles calculation is based upon the polygon only. This information is provided to aid you in filling out your application, but you are not required to use it in your application. If you wish to utilize this information, please review the census blocks and if there are blocks missing or showing that you did not expect, adjust the map, or adjust the information you copied into the clipboard and notate it in your application.

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**Service Area & Communities**

Area Name	Population in Polygon	Housing Units in Polygon	Households in Polygon	Businesses in Zipcodes in Polygon	Square Miles in Polygon	Census Blocks with Centroid in Polygon
test mo area 1	ACTION   State(s): MO					
Service Area	6,910	2,669	2,471	1,232	43	List
Underserved	562	263	209	896	5	List
Unserved	7	4	4	294	Less than 1	List

[View All Service Area Maps](#)

A list of the census blocks with centroid in your service area polygon will be provided. The list may be copied to the clipboard.

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After you have submitted the application, a Reference Number associated with your submission will be displayed. This reference number may be copied to the clipboard and pasted into your application. Applicants will also receive an email from the system with the reference number associated with your submitted application. This reference number must be noted on Schedule F-2 of your application.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

Home | Community Search Tool | Map | Public Notice | Subscription | Applicants & Respondents | Help | Logout

Applicants & Respondents > Application List > View Application

### VIEW APPLICATION

Created Date: 3/14/2011  
 Created By: broadband tester  
 Submitted Date: 3/14/2011  
 Reference Number: F170-210E-4711-97E3

This reference number may be copied to the clipboard and pasted into the application.

\* The census data is based upon 2000 census summary file data. The census blocks included in the list are those whose centroid is within the polygon that you draw. Population and households are aggregated from those census blocks. The square miles calculation is based upon the polygon only. This information is provided to aid you in filling out your application, but you are not required to use it in your application. If you wish to utilize this information, please review the census blocks and if there are blocks missing or showing that you did not expect, adjust the map, or adjust the information you copied into the clipboard and notate it in your application.  
 \* Depending upon browser/version used, you may need to modify your browser's Internet settings in order to utilize the copy/paste to transfer data to ApplyOnline. See Help for instructions on modifying Internet settings.

Service Area & Communities

Area Name	Population in Polygon	Housing Units in Polygon	Households in Polygon	Businesses in Zipcodes in Polygon	Square Miles in Polygon	Census Blocks with Centroid in Polygon
test mo area 1	ACTION State(s): MO					
Service Area	6,910	2,669	2,471	1,232	43	List
Underserved	562	263	209	896	5	List
Unserved	7	4	4	294	Less than 1	List

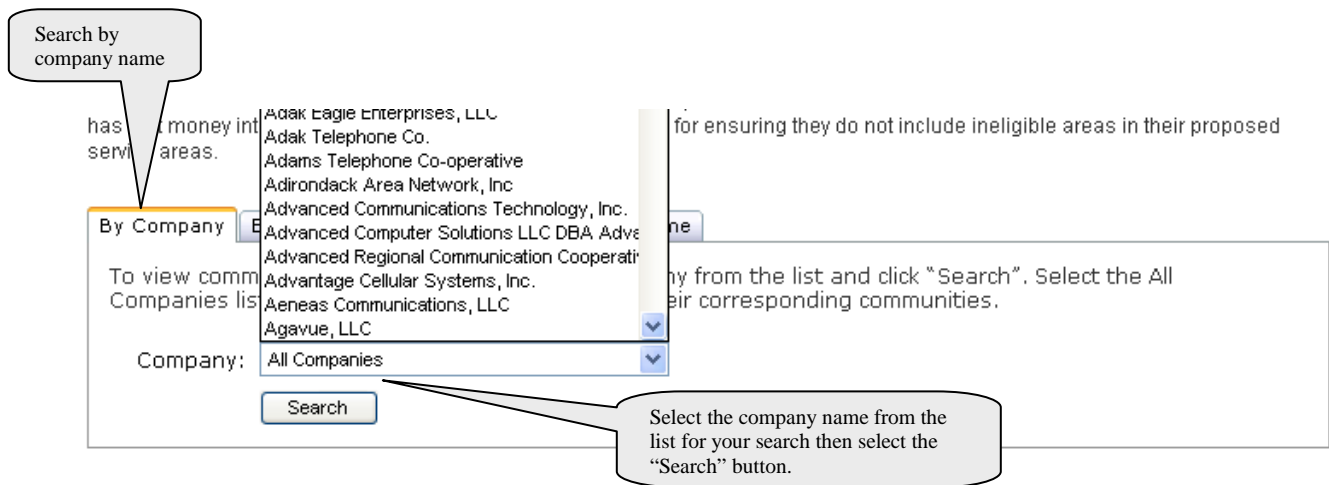
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## G. Community Search Tool

The user can search for communities approved for funding under the Traditional Telecomm Program, Broadband Loan Program, and Broadband Initiatives Program (BIP). Search results only include communities where Broadband deployment is funded or may be funded, not necessarily where broadband service currently exists. To access the search tool, select the “Community Search Tool” menu option in the top navigation bar.



The search tool utilizes various search options. The user can search by the company name, by state and counties, or by community name.



Search by state and counties

By Company | **By States & Counties** | By Community Name

To search for communities by state and county, first select a state and then select a county from the populated county list and click "Search".

State:

Countries:

(To select more than one county hold down the "Ctrl" key)

Select the state and counties from the lists then select the "Search" button.

Search by community name

By Company | By States & Counties | **By Community Name**

To search for communities by community name,

- Type in the community name. When you stop typing, please be patient as the system searches for communities matching the entered name.
- Select a community from the filtered list
- Click Search

State:

Community:

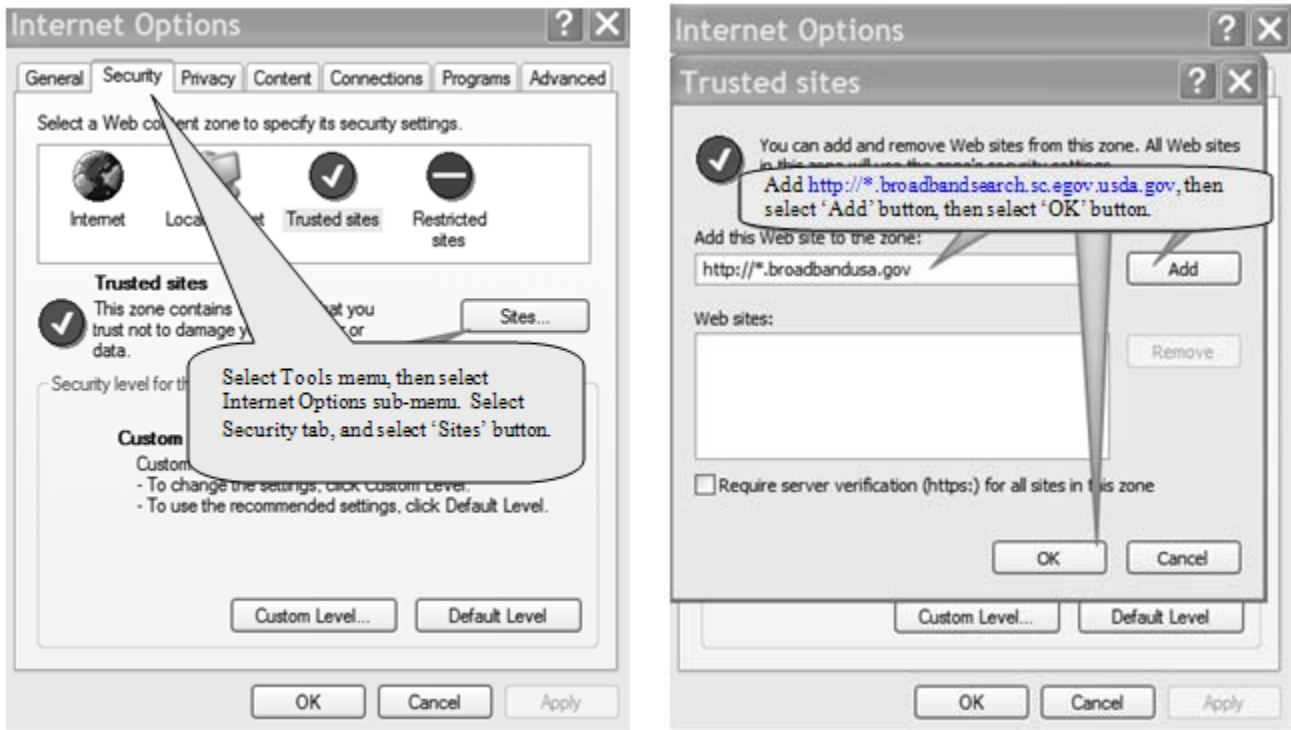
Select the state, then type in at least 2 beginning letters of the community name. A list of communities beginning with those letters will be displayed. Select the community then select the "Search" button.

<b>Colleg Mound</b>	Macon Co., MO
Conception Junction	Gentry Co., MO
Conception Junction	Gentry Co., MO
Conception Junction	Nodaway Co., MO
Conception Junction	Nodaway Co., MO
Concordia	Lafayette Co., MO
Cook Station	Crawford Co., MO
Order	Lafayette Co., MO
Cowgill	MO

When searching by State and Counties, the search results will be displayed as pinpoints on a state map and in a list below the map. When searching by Company or by Community Name, the search results will only be displayed in a list.

## H. Issues with Displaying Map Layers

If you are having issues displaying map layers, please add this site to your Trusted Sites. Follow these instructions:



## I. Issues with Copy to Clipboard

If you are having issues with the Copy to Clipboard Functionality please follow these instructions: Internet Explorer may be required, as some browsers do not allow this functionality. Settings to be modified may be slightly different between different browser versions. Enable the option that allows programmatic access to clipboard or paste operations via scripts. Examples of a few are shown:





# III. Public Notice Respondents

## A. Create eAuthentication ID

- Go to: <http://broadbandsearch.sc.egov.usda.gov/>
- The Mapping Tool Home Page will be displayed.
- To create an eAuthentication account with Level 1 access, select the “Register” button.
- Input the applicable information and select the “Continue” button.
- Review your information for correctness. If correct, select the “Submit” button.
- The system will send a confirmation email to the email address you entered. The email will contain a link to activate your eAuthentication ID. You must select the “Activate Account” link in the email within 7 days or your account will be terminated and you will have to start the entire process again. If you have not received a confirmation email within 24 hours, check your personal email filter settings. For further assistance, contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

Home | Community Search Tool | Map | Public Notice | Subscription | Help | Login

### BROADBAND PROGRAM MAPPING TOOL

Welcome to the Broadband Loan and Loan Guarantee Program (Broadband Program) Mapping Tool homepage! This tool serves two purposes. First, this tool will be used by those interested in applying for funding under the Broadband Program. This tool will also be used by RUS to post Public Notices of the proposed funded service areas (PFSA) for received broadband loan applications and can be used by existing service providers to submit information regarding their service offerings.

The Public Notice Filings (PNFs) will provide a 30-day period for existing service providers to submit information to RUS regarding their existing service offerings. RUS will post PNFs for all Broadband Program applicants shortly after the applications are received. Providing a response is strictly voluntary. **Existing service providers are not required to provide a response to any PNF, but must do so in order for their existing services to be considered when determining the eligibility of the PFSA identified in the associated application.** Any respondent wishing to submit a Public Notice Response must do so through the Broadband Program Mapping Tool. **RUS will not accept paper submissions of responses; any paper submissions will be returned.**

In order to use this tool to create a map of your PFSA or to file a response to a published PNF, you must register for an eAuthentication ID with Level 1 access.

\* If using Internet Explorer, you may need to add [http://\\*.usda.gov](http://*.usda.gov) to your Trusted Sites to display map information layers. See Help for instructions on adding this to the Trusted Sites.

\* Depending upon the browser/version used, you may need to modify your browser's Internet settings in order to utilize the copy/paste to transfer data from this site. See Help for instructions on modifying Internet settings.

For assistance with this Mapping Tool website or if you experience technical difficulties, please contact the Broadband Division at 202-690-4673.

[Login](#) [Register](#)

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Select “Register” if you have not registered for a Level 1 ID.

# Create an Account

Form Approved - OMB No. 0503-0014

[Create an Account Help](#)

Level 1 Access

## Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:	<input type="text"/>	6-20 characters
Password*:	<input type="password"/>	9-12 characters
	<a href="#">Click here for additional requirements</a>	
Confirm Password*:	<input type="password"/>	
First Name*:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text"/>	
Home Postal/Zip Code:	<input type="text"/>	
Country Name*:	<input type="text"/>	
	<b>Email address must be valid to complete registration</b>	
Email*:	<input type="text"/>	
Confirm Email*:	<input type="text"/>	
	<input type="button" value="Reset"/>	<input type="button" value="Continue"/>

Enter the required information then select "Continue". You will be sent an email to activate your account.

## B. Public Notice Respondent Login

- Go to: <http://broadbandsearch.sc.egov.usda.gov/>
- The Mapping Tool Home Page will be displayed.
- Select the “Login” button to log into the application using your Level 1 eAuthentication ID and password.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

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### BROADBAND PROGRAM MAPPING TOOL

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[Login](#) [Register](#)

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Select “Login” if you have registered and activated your Level 1 ID.

## C. View Published Public Notice Filings (PNF)

After successfully logging into the Mapping Tool, the Mapping Tool Home Page will be displayed. To view published PNF's, select the "Public Notice" menu option and select the "List of Public Notice Filings" in the top navigation bar.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

Home Community Search Tool Map **Public Notice** Subscription Applicants & Respondents Help Logout  
List of Public Notice Filings

**BROADBAND PROGRAM MAPPING TOOL**

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The List of Public Notice Filings screen will be displayed. You can search the PNF's by selecting the "Organization" and/or "State" from the drop-down lists and then selecting the "Go" button.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

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Home > Public Notice > List of Public Notice Filings

### LIST OF PUBLIC NOTICE FILINGS (PNF)

This page enables users to view and/or respond to published Public Notice Filings (PNFs) for Broadband Program applications. Providing a response is strictly voluntary. Existing service providers are not required to provide a response to any PNF, but must do so in order for their existing services to be considered when determining the eligibility of the proposed funded service areas (PFSAs) identified in the associated application. Use the drop-down menus provided to search by state or by applicant.

To respond to a PNF, users should click on the "View" link next to the PNF they are interested in and click on the "File a Response" button at the bottom of the PNF. Please note that existing broadband service providers responding to PNFs with multiple PFSAs will need to file a separate response for each individual service area within that application in order for their existing services to be considered when determining the eligibility of the PFSAs identified in the applications. In addition, RUS will not accept paper submissions of responses; any paper responses will be returned. All information submitted by existing service providers will be treated as proprietary and confidential to the extent permitted under applicable law, except for the name of the company submitting this response.

For any assistance with reviewing PNFs, please contact the Broadband Division at 202-690-4673.

**Filter & Sort Options:**

Organization: All State: All Go

Please specify search criteria and click the "Go" button to search for matching Public Notice Filings.

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Select the "Organization" and/or the "State" from the drop-down lists and then select the "Go" button.

A list of PNF's matching your search criteria will be displayed. To see further details, select the "View" link on the PNF that you want to view.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

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Home > Public Notice > List of Public Notice Filings

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For any assistance with reviewing PNFs, please contact the Broadband Division at 202-690-4673.

**Filter & Sort Options:**  
 Organization:  State:

	Organization	PNF States	Published	Closed
<a href="#">View</a>	TK Broadband, LLC	MO	2/28/2011	3/30/2011
<a href="#">View</a>	TK Broadband, LLC	MO	1/28/2011	2/27/2011

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Select the "View" link for further details.

## D. File a Response to a Public Notice Filing (PNF)

If you want to file a response after viewing the PNF, select the “File a Response” button.

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Public Notice > List of Public Notice Filings > View Public Notice Filing

### PUBLIC NOTICE FILING

Public Notice Filing

Organization: TK Broadband, LLC  
Address: 12345 Main  
St. Louis, MO, 63119  
Contact Person: John Smith  
Phone: (314) 555-1234  
Services Offered:  
Notice Published on: 2/28/2011  
Notice will be Closed on: 3/30/2011  
Text Body:  
Agency Comments:

Service Areas & Communities

Area Name	Population in Polygon	Housing Units in Polygon	Households in Polygon	Businesses in Zipcodes in Polygon	Square Miles in Polygon	Census Blocks with Centroid in Polygon
TK 01282011A	ACTION   State(s): MO					
Service Area	6,288	1,885	1,711	340	34	List
Underserved	813	314	286	340	13	List

If you want to file a response to a Public Notice for multiple Service Areas, you must file a separate response for each individual Service Area.

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Select the “File a Response” button to file a response to a Public Notice Filing.

- Fill in all required information on behalf of your company. You may select the “Save” button at the bottom of the screen at any time in order to save the information you have entered.
- Select the applicable Service Area from the drop-down list. (Note: There may be more than 1 Service Area. You must submit a separate Public Notice Response for each individual Service Area.)
- Select the “Draw Map of Your Existing Service Area” link below the selected Service Area.
- The applicant’s Service Area, Unserved and Underserved Maps are available for viewing.

**USDA Rural Development BROADBAND PROGRAM MAPPING TOOL**

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Public Notice Response List > View Public Notice Response > Edit Public Notice Response

### FILE A PUBLIC NOTICE RESPONSE

OMB Control Number: 0572-0130

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act (PRA), unless that collection displays a currently valid Office of Management and Budget (OMB) control number.

Applicant: TK Broadband, LLC

\* Denotes required fields.

\* Respondent's Organization:

\* Contact Person:

\* Phone:

\* Email:

\* Confirm Email:

\* Are you a current RUS borrower?  
 Yes  No

\* Are you a current RUS borrower providing broadband service of at least 3 Mbps (upstream and downstream combined) within the service area for which you are responding?  
 Yes  No

\* Are you a current RUS borrower providing broadband service of at least 5 Mbps (upstream and downstream combined) within the service area for which you are responding?  
 Yes  No

**Response Area Map**

If you want to file a response to a Public Notice for multiple Service Areas, you must file a response for each Service Area.

\* Service Area:  [Help me Pick...](#)

\* Map: [Draw Map of Your Existing Service Area](#)

Least 3 Mbps in Service Area














with broadband transmission speeds of 3 Mbps or higher within the Service

Yes  No



## E. Draw Public Notice Response Service Area Map

Please follow these steps carefully.

1. Adjust the map to the best position to enable to you to draw your areas. You can reposition by Selecting the left mouse button, holding it, and dragging the map to another position. You may also use the  button to reposition. You may zoom in and out by selecting the  and  magnifying glass buttons on the left. At any point that you want to exit the map **without saving** any changes, use the browser's back button. You may select the "Save" button at any time to save your work. It is recommended to save your work frequently. Selecting "Done" will save your work and exit the map.
2. To see a legend of the various layers on the map, click the "Layers" button.
3. Select the  **Broadband Service** button, then select the "Add New Region"  button. Position your cursor over your first anchor point, click and release the left mouse button, position the cursor over the next anchor point, click and release the left mouse button, continue this until your polygon shape is finished, then **press the enter key on your keyboard to complete the drawing. Do Not double-Select.**
4. If you want to edit a Service Area you have drawn, you can use other drawing tools.
  - You can use the "Cut from existing region"  button to cut an area out of an existing area. After selecting the button, draw the area you would like to remove, just as you did to create an area. Once the polygon is complete, **press the enter button on your keyboard** and that area will be removed.
  - To move an anchor point, select the "Select Region"  button, then select the area that you want to work with. Select the "Move Anchor on Selected Region"  button. On the anchor point you want to move, click, hold, and drag with the left mouse button to the new position.
  - To add an anchor point, select the "Select Region"  button, then select the area that you want to work with. Select the "Add Anchor To Selected Region"  button, then click, hold, and drag with the left mouse button, the previously drawn line to the new anchor point's correct position.
  - To remove an anchor point, select the "Select Region"  button, then select the area you want to work with. Select the "Remove Anchor from Selected Region"  button and click on the anchor point that you want to remove. The anchor point will be removed and the polygon adjusted. When your map is completed, select the "Done" button and you will be returned to the View Application page.
  - To delete an entire polygon, select the "Select Region"  button, then select the polygon you want to delete and press the "Delete" key on your keyboard.

## F. Review and Submit Public Notice Response

- After drawing your map(s) and selecting “Done” on the mapping tool screen, review the Public Notice Response information, including your map(s), to confirm the information is accurate,
- Select the box at the bottom of the screen, certifying the information contained in your Public Notice Response.
- Select the “Submit” button at the bottom of the page.
- You can now file additional Public Notice Responses for other applications and/or Service Areas. Go back and view the Public Notice Filings listed on the website to determine if you need to submit additional Public Notice Responses.

The screenshot shows a web form for submitting a Public Notice Response. At the top, a callout box states: "You must certify before you will be allowed to submit your Public Notice Response." Below this is a checkbox with the text: "I certify that the information contained herein is accurate and complete to the best of my knowledge and belief". Underneath the checkbox is a disclaimer: "All information submitted by existing service providers will be treated as proprietary and confidential to the extent permitted under applicable law except for the name of the company submitting this response." At the bottom of the form are two buttons: "Save" and "Submit". A callout box points to the "Submit" button with the text: "Submit your Public Notice Response." At the very bottom of the page, there is a footer with navigation links: "Home | Rural Development | Rural Utilities Service | USDA.gov | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House".

You must certify before you will be allowed to submit your Public Notice Response.

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief

**\* All information submitted by existing service providers will be treated as proprietary and confidential to the extent permitted under applicable law except for the name of the company submitting this response.**

Submit your Public Notice Response.

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## IV. Subscription Service

Anyone wanting to receive updates about new Public Notice Filings that are published by RUS may do so by signing up for our Subscription Service. Those that register will receive emails from RUS whenever a new PNF is published. To register for this service,

- Go to: <http://broadbandsearch.sc.egov.usda.gov/>
- The Mapping Tool Home Page will be displayed.
- Select the “Subscription” menu option and select “Subscribe to Broadband Notification” from the drop-down list.
- Enter the email address you want to receive the Broadband Notification emails and click “continue.”
- The system will send a confirmation email to the email address you entered. You must click on the link provided in the email in order to activate your subscription. Your new subscription will not be valid until you have activated your subscription.

Users can also update or cancel their subscription by selecting the “Subscription” menu option and selecting “Update My Broadband Subscription” or “Cancel My Broadband Subscription”.