



Committed to the future of rural communities.

UNITED STATES DEPARTMENT OF  
**AGRICULTURE**

# An Introduction to RD Apply and GIS Mapping

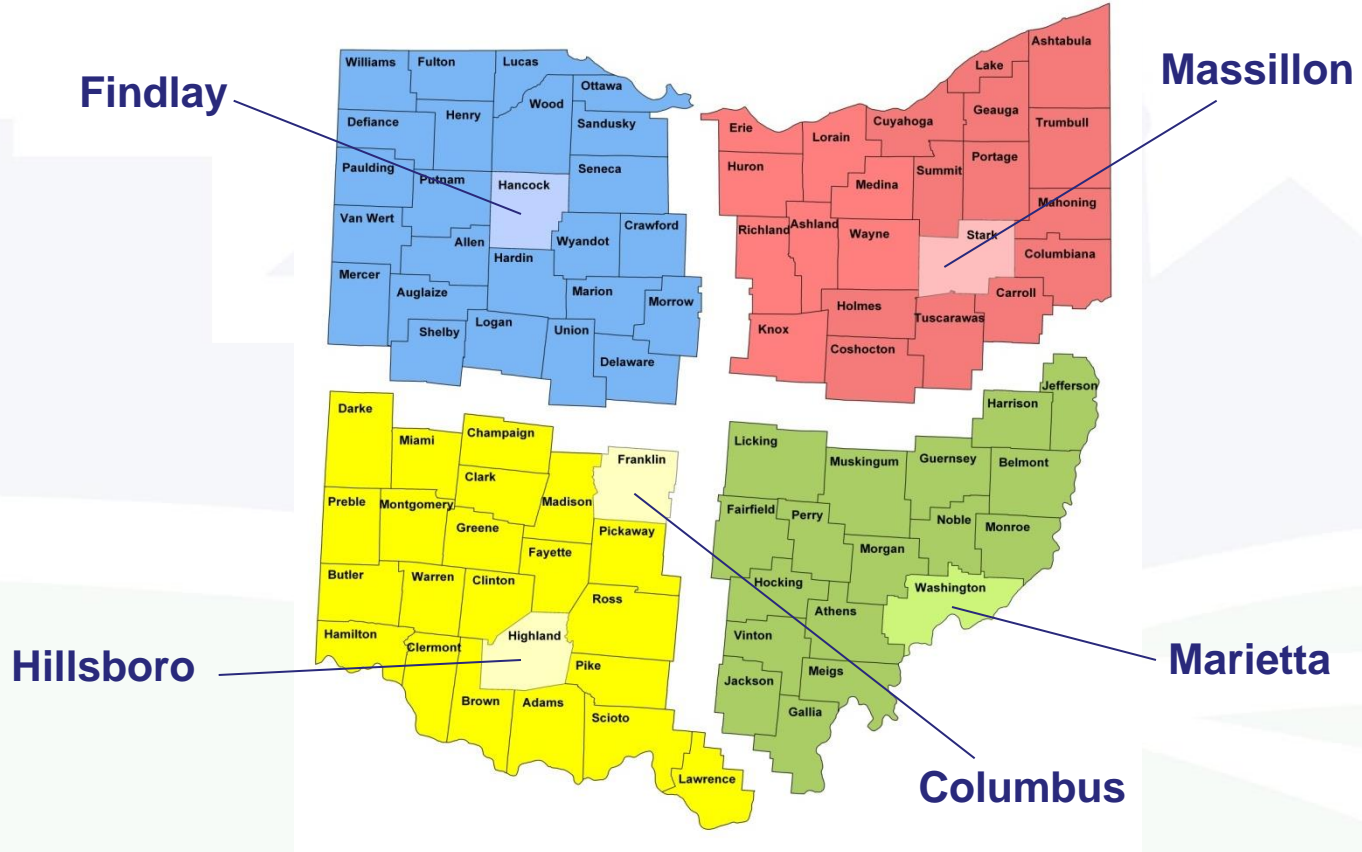
Presented by Lincoln Stanley



Committed to the future of rural communities.

# Our Structure

## OHIO USDA RURAL DEVELOPMENT OFFICES



# What is RD Apply?

- RD Apply is an application intake system that allows you to apply for loans and grants for Rural Utility Services (RUS) Programs. Instead of asking you to mail in a paper application, a process that can be slow and unwieldy, you can now log online and create applications in just a few minutes.



# How Does RD Apply Inform the User of Their Progress?

RD Apply uses checkmarks and X's to display whether or not a section is complete, so you can see the status of your application at a glance. As an added bonus, RUS Program staff will be able to login to the system and review your application, at any stage in the submittal process.



# Why is RD Apply Important?

- **Convenience** - The Internet allows customers access to information 24 hours a day and 7 days a week. For example, customers can fill out and submit their application any time of the day or night from their homes or offices.
- **Identity Security** - Information submitted to the Federal Government remains safe and secure because every customer has a unique User ID and password and only authorized USDA employees can access the information.
- **Reduced Paper Consumption** - Over time, RD Apply will save paper which benefits the environment.



# What is eAuthentication?

- USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.
- USDA will only accept eAuthentication Accounts from individuals; USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.



# Who Can Create an Application?

- Anyone can create an application if they have a Level 2 eAuth ID.
- Once you have obtained a Level 2 eAuth ID you will be able to access RD Apply.
- Depending on the program you are applying for, you may need to be approved as a Authorized Representative before you can begin entering data into your application.



# Programs That Use RD Apply

- Currently, the only programs that are using RD Apply are Electric, Telecommunications, and Water and Environmental. Eventually, more programs will be added into the system, allowing a wider range of applicants to submit applications via RD Apply.





# Creating an Application

- When you login into RD Apply, you will be taken to the Landing Page.
- Before you can get started, you must first choose an account that you would like to work on.
- If you accidentally click on the wrong account, you can click “Switch Account” in the Header to bring up the Customer Select box again. *Note: You can only switch accounts if you are on the Landing Page.*

Select Customer Affiliation ×

| TIN       | Organization           |
|-----------|------------------------|
| 135793579 | Hartley Electric Smoke |
| 199304170 |                        |
|           | Other                  |



# Interview Process

- After you have clicked, “+ Add New Application” a pop-up will appear:  
Application Questionnaire

Which Rural Utilities Service (RUS), Rural Development (RD) Program Area are you requesting funds from?

- Electric
- Telecommunications
- Water And Environmental

- As you progress through the Interview, your answers will drive new questions. Your answers are also what drives which screens appear on your application, and what documents are required to submit your application.
- If you are unable to complete the interview, click the "X" button in the upper right hand corner. This will create a new pop-up with three options. You can save and exit, exit your interview without saving, or cancel the exit process and return to your current interview.
- If you are in the middle of an interview, and a different user tries to start a new interview, they will not be able to. Instead, they will see a pop-up, stating who is currently in an interview and to try again in a few moments.
- If there is a saved interview, then the user will have the option to either start a new interview or continue the existing interview.



# Customer

- The customer screen is where you can enter all your personal data, as well as contact information. This is where you tell Rural Utilities Services what kind of organization you are. This is also where you supply your DUNS NBR and CAGE Code, as well as any other required demographic data.
- The customer screen is also where you tell Rural Utilities Services who your key contacts are and how to reach them. *Note: In order to submit your application, you must supply at least one key contact and one valid address.*
- There will always be a key contact row called “Customer Contact.” If you enter multiple key contacts, and delete the “Customer Contact” row, you will need to make sure to either add a “Customer Contact” or mark an existing

contact as the “Customer Contact.” If you only have two contacts listed, and you delete your “Customer Contact,” your second key contact will automatically become your “Customer Contact.”

### General Information

Legal Name:

Organizational Description:

Organizational Type:

# Facilities

There are eight screens you need to complete, in order for Facilities to be completed. These screens are:

- Facility Details
- Drinking Water
- Sewer
- Storm Water
- Solid Waste
- Facility Sites
- Land Rights



Drinking Water, Sewer, Storm Water, and Solid Waste are dependent on how you answered, “What type of loan/grant are you applying for?” in the interview.

*For example:* If you said you were applying for “Storm Water” then you will not see the Drinking Water, Sewer, and Solid Waste sub-tabs. Facility Details, Facility Sites, and Land Rights will always be there, regardless of the type of loan you are applying for.

# Facility Details

- The Facility Details screen consists of two textboxes. The first textbox is where you will describe your current facility.
- The second textbox is where you will describe what your facility will look like after you finish your improvements.

The screenshot displays a web form titled "Facility Details" in a green header. Below the header, there are two text input areas. The first is a light gray box with the label "Describe the Current Facility before Improvement" and a large empty white text area below it. The second is a white box with the label "Describe the Proposed Facility after Improvement" and a large empty white text area below it. The background of the slide features a stylized landscape with green hills and a blue sky.

# Drinking Water

The Drinking Water screen is where you enter the details of what type of water you are using, treatment types, and quality concerns.

**Water Details**

Public Water System (PWS) ID

National Pollutant Discharge Elimination System (NPDES Permit #)

Water Source Type

- Natural Lake
- River/Stream
- Reservoir
- Off Stream Reservoir
- Spring
- Wells
- Purchase Contract
- Reclaimed Water



# Sewer

The Sewer screen is where you enter the details of your wastewater.

*Note: If you are applying with a Sewer app, the Wholesale screen will ask whether or not you provide contracted bulk sewer treatment.*

## Sewer Details

National Pollutant Discharge Elimination System (NPDES Permit #)

Wastewater Collection Type

- Conventional Gravity
- Small Diameter
- Vacuum
- Effluent Pumps
- Grinder Pumps
- Hauling
- Decentralized/On-Site
- Lift Station
- Pump Station/Forcemain



# Storm Water

## Storm Water Details

National Pollutant Discharge Elimination System

Stormwater Collection Type

- Gravity  
 Pumping

Stormwater Discharge Type

- Lake  
 River/Stream  
 Ocean/Estuarine

Stormwater Treatment Type

- Screening  
 Sedimentation  
 Swirl/Vortex  
 Natural or Constructed Wetland System

The Storm Water screen is where you enter the details of your collection, discharge, and treatment types.





# Solid Waste

The Solid Waste screen is where you enter the details of your treatment and collection types.

## Solid Waste Details

National Pollutant Discharge Elimination System (NPDES Permit #)

Solid Waste Disposal Type

- Landfill
- Contract Disposal

Solid Waste Treatment Type

- Incineration
- Recycling
- Composting
- Energy Recovery
- Physical (e.g. compacting)
- Chemical (e.g. high temperature metal recovery)
- Biological (e.g. digester)
- Leachate Control System
- Liner
- Biogas System



# Facility Sites

The Facility Sites screen is where you enter information about your facility(s). To add a new facility, click the “Add New +” button. You must have at least one Primary Facility listed.

Interview Customer **Facilities** Volume/Flow Project Cost Financial Service Area(s) Documents Summary/Submit

Facility Details Sewer **Facility Sites** Land Rights

Facility Sites to be reported are for the application enterprise only. An entry for at least your Primary Facility site is required with a simple description. The Address fields are required with a Facility Type, Description, State, Zip Code, County and Congressional District, but the Street Address can be two cross streets or some other type of identifying information if the facility does not have an address.

| *Facility Type | *Description | *Street 1 | Street 2 | *City | *State   | *Zip Code | *County   | *Congressional District | Action |
|----------------|--------------|-----------|----------|-------|----------|-----------|-----------|-------------------------|--------|
| Discharge Po   | dfd          | 123 v     |          | aff   | Illinois | 62221     | St. Clair | 17th                    | Delete |



# Land Rights

The Land Rights screen is where you can enter information about how much land you have and how much you will acquire.

|   |                      |
|---|----------------------|
| Number of Acres To Be Acquired - Fee Simple | <input type="text"/> |
| Number of Acres To Be Acquired - Lease      | <input type="text"/> |
| Acres To Be Acquired - Purchase Price       | <input type="text"/> |
| Acres To Be Acquired - Value                | <input type="text"/> |
| Number of Acres Now Owned - Fee Simple      | <input type="text"/> |
| Number of Acres Now Owned - Lease           | <input type="text"/> |
| Acres Now Owned - Purchase Price            | <input type="text"/> |
| Acres Now Owned - Value                     | <input type="text"/> |



# Volume/Flow

Volume/Flow is split apart into two sections: Retail and Wholesale. You can switch back and forth by clicking on the sub-tabs on the Volume/Flow screen.

- Retail - The Retail screen is where you enter any information about the water you sell to retailers. You must answer whether or not you sell retail water, and whether or not you will be adding any new connections with this project.
- Wholesale - The Wholesale screen is where you enter any information about the water you sell wholesale. If you do not sell water wholesale, you must answer “No” to, “Do you sell water to entities who in turn resale water to their customers?” in order to submit the application. If you do sell water wholesale, you will need to fill out the screen in order to submit the application.

The screenshot displays the Volume/Flow application interface. The top navigation bar includes tabs for Interview, Customer, Facilities, Volume/Flow, Project Cost, Financial, Service Area(s), Documents, and Summary/Submit. The Volume/Flow section is active, with sub-tabs for Retail and Wholesale.

**Retail Section:**

- \*Do you sell retail water?  Yes  No
- Total Annual Gallons Sold to Retail Customers (do not include wholesale)
- Of the Total Annual Gallons Sold, how many Gallons were Sold to Single Family Dwellings
- What are the total number of existing connections on the system
- Of the total number of existing connections, how many are Single Family Dwellings
- \*What is the Total Annual Revenue from Retail Sales
- \*Will you be adding new connections with this project?  Yes  No
- How many new connections will be added to the system
- What is the connection tap fees
- How many new connections will be single family dwellings

**Wholesale Section:**

- \*Do you sell water to entities who in turn resale water to their customers?  Yes  No
- If yes, what is the price per 1,000 gallon(s) or 100 cubic feet that you charge.  Per 1,000 Gallon  Per 100 Cubic Feet
- When was the last time you had a price increase to these customers?  MM/DD/YYYY

**Wholesale Volume (projected) Table:**

| *Wholesale User Name | *Annual Volume       | Monthly Volume | *Unit                | Action                                |
|----------------------|----------------------|----------------|----------------------|---------------------------------------|
| <input type="text"/> | <input type="text"/> | 0              | <input type="text"/> | <input type="button" value="Delete"/> |

Buttons: Add New +, Save, Print






# Project Cost

While the Project Cost is a separate Tab from the Financial Tab, it still contains financial data. This screen has two sections. The first section collects data pertaining to high level project data. The second section collects project costs.

- Request Info

**Request Info**

Proposed Start Date:   Proposed End Date:  

Date Application made available to the Inter-governmental Review Process:   State Clearinghouse ID Number:

- Project Cost

**Project Cost** [Add New +](#)

| Cost Classification  | Description          | Cost                 | Action                 |
|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <a href="#">Delete</a> |
|                      |                      | \$0.00               |                        |

# Financial

There are seven screens you need to complete, in order for Financials to be completed. These screens are:

- Balance Sheet
- Other Income
- New Connections/Tap Fee
- Short Lived Asset
- Proposed Funding
- Debt
- Proposed O&M



# Defining Financials

- Balance Sheet is separated into several sections to collect data on Certificates of Deposits, Accounts Receivables, Customer Deposits and Reserve accounts.
- Other Income is designed to collect all types of income from the business operation as well as non-operating income.
- New Connections/Tape Fee screen collects data to define the number of new connections and the connection fee per user. *Note: Not all companies charge a connection fee so this screen can be saved with zero in the first field.*
- Short Lived Asset screen will collect a list of all Short Lived Assets, Replacement Costs and the Useful Life. The Annual Reserve is system generated.
- Proposed Funding screen collects the amount of Funds supplied by each of the sources.
- Debt screen is designed to collect data to define all the Loans.
- Proposed O&M screen collects data pertaining to operating and maintenance expenses. The same expense can be entered multiple times. The description associated to each one should be different.



# Service Area Mapping

This screen is where you can draw your Service Area(s). You will have option to either draw your Service Area(s) or upload an existing Shapefile.

- To create a Service Area Map, click on “Add New” button and provide the information request in the “Add New Service Area” pop-up. After entering your data, if you select “Save and Exit,” you will be re-directed back to the Service Area screen.
- If you click on “Draw/Upload,” the initial drawing page will load and several tools will appear across the top of the screen: Draw, Upload, Layers, Legend, Instructions, Save, Save and Exit, and Exit. You are now ready to create your Service Area.

Add New Service Area X

\*Program Type:

\*Area Name:

Comments:



# Drawing a Service Area

- To draw your service area, select the Draw feature in the upper left-hand corner of the screen. Once you have done so, the following Editing Tools will be displayed: Polygon, FreeHand, Select, Cut, Delete, and Edit.
- You will also see three Select Tools options: Select City, Select Blocks, and Create Polygon.
- The Polygon tool allows you to draw a point-by-point polygon by clicking the left mouse button to create polygon points on the map. To begin, click the Polygon button under Editing Tools. Use the mouse to select your desired polygon points on the map. When you are finished, double-click the left mouse button to close the shape. *Note: It is important to click slowly so that the application properly registers each point/vortex that is clicked on the map.*
- The Polygon tool also has a Census Block precision feature. Once you are zoomed in enough to see the Census Blocks, you can hold down the Control Button. This will allow the Map pointers to connect to a Census Block. You will see a Cross-hairs pointer appear that indicates the functionality is enabled.
- The FreeHand allows you to draw a Service Area by clicking and holding the left mouse button while dragging the mouse. To begin, click the FreeHand button under Editing Tools. Use the mouse to draw your proposed service area. Once you are finished free-hand drawing your Service Area shape, release the left mouse button.
- When drawing a Map, please do not cross/overlap lines or try to connect the start and end points. This may result in your map not drawing or loading properly, which may yield an error message. The map will auto-connect the start and end points for you.



# Editing A Servicing Area

- If you need to edit your map, click on the “Select” button under the Editing Tools and then left click on the Service Area you wish to edit. Once you have the Service Area selected, click on the “Edit” button under the Editing Tools. To edit the polygon, simply move the mapping pointers as needed. When you are finished editing your map, you will need to click the “Stop Edit” button under the Editing Tools.
- If you need to cut a shape out of your polygon, click on the “Select” button under the Editing Tools and then left click on the area you wish to edit. Once you have the Area selected, click on the “Cut” button under the Editing Tools. The Cut function works to the Free-hand function, in that you must and hold the left mouse button while dragging the mouse to select the area you cut from the polygon. *Note: If you intend to edits to the Base layer of your Service Area, you must make those edits prior to drawing/editing any Unserved layers.*



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# Uploading A Shapefile

To upload a Shapefile, click on the “Upload” button at the top of the screen, select the Area Type (Base or Unserved) and then browse for the .zip file you want to upload. Select the file to upload and click on the “Upload” Button. The “Loading” page will appear while the Shapefile is being uploaded. If the Shapefile loads successfully, the Map will render the Service Area(s), which can then be edited by using the Draw feature. Below are the file specifications for zipped Shapefiles:

- All map areas must be closed, non-overlapping polygons with a single, unique identifier.
- The Shapefile must have an assigned projection with an accompanying .prj file.
- The Shapefile must use an unprojected (geographic) WGS84 geographic coordinate system.
- The Shapefile must be submitted as a \*.zip file. This can be done with a WinZip or in Windows by selecting the files associated with a Shapefile, right-clicking the files, then clicking “Send” to Compressed (zipped) fold. Be sure that your \*.zip file contains only one Shapefile.
- \*.zip file size must not exceed 2GB



# Toolbar Items



- **Layers:** Allow users to access the display layers. *Note: As more layers are activated, more data must be collected, causing the system to take longer to display your drawn Service Areas. Sometimes, you may need to zoom in closer to the map in order to see the Layers appear on the screen.*
- **Legend:** Holds the colors the users will see on the map as Layers are applied.
- **Instructions:** This shows the Instructions for using Service Area Mapping.
- **Hide:** Clicking the “Hide” button will collapse the toolbar.
- **Save, Save and Exit, Exit:** Once you are finished drawing, you may click “Save,” “Save and Exit,” or “Exit.” Save will save your progress without exiting. Save and Exit will save your progress and return you to the Service Area(s) Tab. Exit will return you to the Service Area(s) tab without saving your progress.

# Viewing Census Data

RD Apply allows you to view the census data for each Service Area that you draw/upload.

Service Area(s) Add New + View All 👁

| Service Area Name | Population | Square Miles | % of Rural vs. Urban | Actions   |
|-------------------|------------|--------------|----------------------|---|
| Test Service Area | 0          | 35           | 100.00%              | <span>Edit / View Map</span> <span>Delete</span><br><span>Edit / View Data</span> |

**Edit/View Data:** Allows you to review the data you entered on the Add New Screen and enter Alternate Data for the Census provided information. If you provide any alternative information, you will be required to enter a justification.

| Test Service Area                 | Existing                             | Alternate                          |
|-----------------------------------|--------------------------------------|------------------------------------|
| Total Population                  | <input type="text" value="0"/>       | <input type="text" value="0"/>     |
| Total Square Miles                | <input type="text" value="35"/>      | <input type="text" value="0"/>     |
| Percent of Rural vs. Urban        | <input type="text" value="100.00%"/> | <input type="text" value="0.00%"/> |
| Explanation for changes in detail | <input type="text"/>                 |                                    |



# Documents

- The Documents Tab is where you can upload attachments and sign certifications. Some attachments and certifications are required, based on your interview questions. Until you have uploaded/signed the required document, you will not be able to submit your application.
- When a document has a red “X” next to it, it means it has not been completed. When a document has a green checkmark next to it, it means it has been completed successfully. If there is no red “X” or green checkmark, then that document is optional. If you decided to update that document, then the status will change to either a red “X” or a green checkmark.
- All Sub-tabs under the Documents Tab must be completed in order for the Documents Tab to be marked as finished.

## • 20.1 ATTACHMENTS



# Attachments

- The Attachments Pill is located under the Documents Tab. This is where you can upload any required attachments as well as upload any additional attachments that you may have.
- To upload an attachment, click on the “Upload” button to open a dialog box to search for your file. Once you have selected your file, the dialog box will close and your file will be uploaded. *Note: If you want to add a description to your attachment, you must enter it before uploading your document. Once you have uploaded the document, the field will be locked down and you must delete your attachment to enter a description.*

Attachments Certifications

**Required Attachments**

Below is a list of Attachments required to complete this Application. Please upload the Attachment requested for each row marked with an ✖. Upon successful completion of the upload, the row is marked with a ✔  
If more than one upload is required by a Category/DocumentType, please select the Blue "Upload" Button on the right of the "Additional Attachments" Section at the bottom of this screen.

| Upload Status | Category    | Document Type                        | Description          | File Name | Date | Uploaded By | Action                                  |
|---------------|-------------|--------------------------------------|----------------------|-----------|------|-------------|---|
| ✖             | Application | Notice of Intent to File Application | <input type="text"/> |           |      | NA          | <input type="button" value="+ Upload"/> |

- To delete an attachment, you must click the “Delete” button next to that attachment. A message will appear, asking if you are certain you wish to delete this attachment. You must confirm that you are certain in order to delete your attachment.



# Certifications

- The Certifications Pill is located under the Documents Tab. This is where you can sign any required certifications, as well as any optional certifications. To sign a certification, you can click on either the hyperlinked name of the certification or the “Edit” button. This will open up a modal with the certification text in it. You must fill out any input fields and click the “I sign” checkbox in order for that certification to receive a green checkmark. Saving without signing will result in the certification receiving an incomplete status.

- To clear out a signed certification, you must click the “Delete” button next to a certification. This will delete all data inside the certification and set its status back

to a red “X.” *Note: In order to edit, sign, or delete a certification you must have the Representative-Signature-Certify security role. You can receive this role by submitting an Authorized Representative Request, and having RUS Staff assign you the role.*

## WATER AND WASTE ELIGIBILITY CERTIFICATION

Certification for commercial credit and outstanding judgments

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
2. No outstanding judgment has been obtained and recorded by the United States of America in a Federal Court (other than in the United States Tax Court).

sign that everything above is correct to the best of my knowledge.

Save

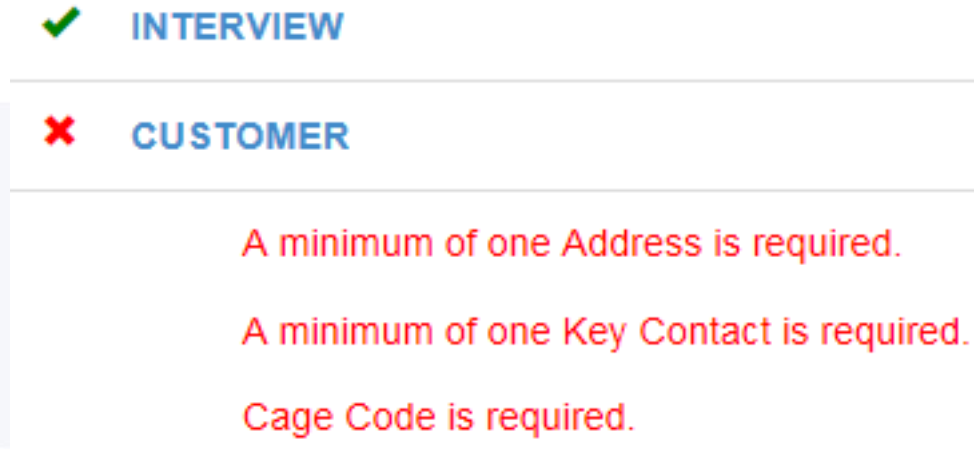
Print





# Summary/Submit

- The Summary/Submit screen will show you a list of all your Tabs and Sub-tabs, along with their status. This is where you can track your application to see what is needed to submit. When a Tab or Pill has a green checkmark, you know that that screen is complete. If it has a red “X” instead, you know that it still needs some work.



- The Summary/Submit screen is also where you can see error messages next to any screen marked with a red “X.” These error messages tell you specifically what is needed in order to submit your application. You can click on a hyperlinked Tab or Pill name to be taken back to that screen.

# Submitting An Application

Once all you receive all green checkmarks on the “Summary/Submit” screen, the “Submit” Button will become enabled. You will receive a message asking if you are sure you want to submit. After you say yes, your application will be submitted. All of the fields and screens inside your application will be greyed out; you will no longer be able to edit them unless Rural Utilities Services Staff returns your application.

- **What does “Returned Application” mean?**

A “Returned Application” means Rural Utilities Services Staff looked over your submitted application and noticed that something was either incorrect or missing something. Whenever an application is returned, you will receive a message telling you why it was returned. After you update your application, you will have to resubmit your application.

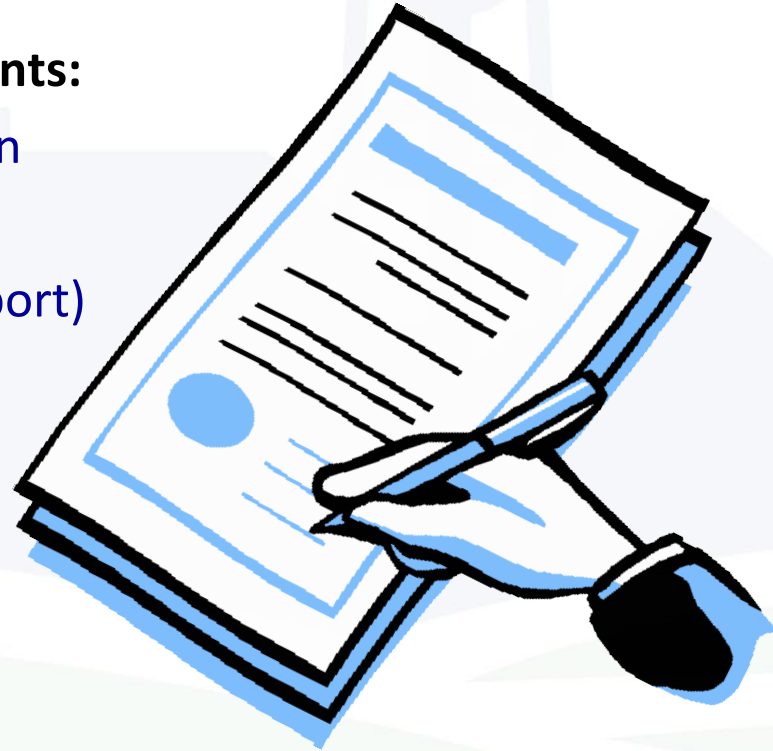


# Required Documents

If you are creating a Water and Environmental application, these are attachments needed to submit your application.

## Water and Environmental attachments:

- Notice of Intent to File Application
- Preliminary Engineering Report
- Financial Statements (Annual Report)
- Audits (most recent copy)
- Environmental Report



# Websites

- [www.rdapply.usda.gov](http://www.rdapply.usda.gov)
- <http://rdgdw.sc.egov.usda.gov/mhi/index.html>
- <http://rdgisportal.sc.egov.usda.gov/home/>
- <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

