Exhibit L—Project Selection and Data Export/Import Instructions

Section 1 - Introduction

Please read the following instructions on how to complete your Broadband Grants Application. The Application requires the use of data available through the Iowa Broadband Targeted Services Areas map, available at: https://ocio.iowa.gov/broadband or https://arcg.is/0nK5P1

Applicants must acquire the appropriate underlying data related to and a visual representation of their Projects following these instructions. Portions of that data must then be copied into the **"TSA Input"** tab within the **"Broadband Grants Core Application**," which will in turn populate, in part, the **"Broadband Grants Program Project Worksheet**," Exhibit B**. Applicants must then fill in the remaining fields within **Exhibit B**.

First, you will need to select the Targeted Service Areas (census blocks) forming the basis of your Project. There are several ways to do this. Pick the one that is most convenient for you:

Second, **select the Targeted Service Areas (census blocks) forming the basis of your project using the instructions in the section titled** Use Determine Project Blocks Using the TSA Selection Tool on page 2.

Third, you will need to Export your results, both the underlying data and a map of your Project. *See* Export Data and Print Map on page 3.

Finally, you will need to copy the underlying data into the **"TSA Input"** tab within the **"Broadband Grants Core Application**," which will in turn populate, in part, the **"Broadband Grants Program Project Worksheet**," Exhibit B**. *See* Copying Data to Broadband Grants Core Application on page 4.
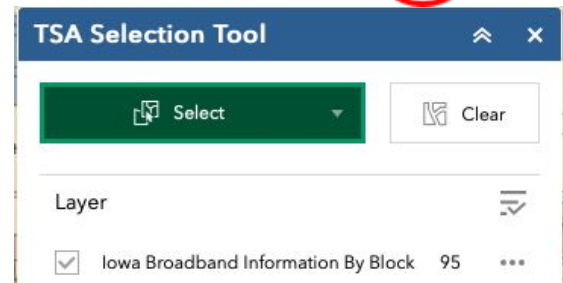
Section 2 - Determine Project Blocks Using the TSA Selection Tool

You can select the Targeted Service Areas (census blocks) forming the basis of your Project using the TSA Selection Tool available on the Iowa Broadband Targeted Services Areas map. Zoom into your project area or area of interest so that the Iowa TSA Blocks are visible, usually about the scale of a county or two.

1. On the menu bar of the Iowa Broadband Targeted Services Areas map, click the **TSA Selection Tool**—circled in the image at the right. **NOTE: Additional/different icons may appear in the toolbar than the ones shown here, but you should always find the one circled.**
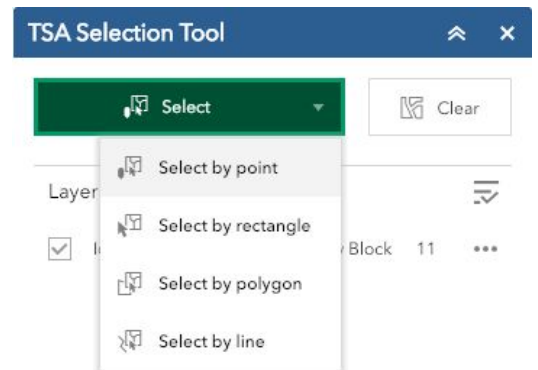
2. After the **TSA Selection Tool** opens click on the **make sure the Iowa Broadband Information by Block layer is checked** as in the image to the right. If you are not zoomed in far enough the Iowa Broadband Information By Block will appear greyed out. If this is the case click the + tool on map navigation tools to zoom in a little farther.

3. **Selection Mode**. Choose a selection mode to select all the TSA blocks that cover the extent of your project area. There are 4 selection tools available. The Select By Point or Select By Polygon options seem to work best for selecting large areas. Try each on a small area to get an idea of how they work.

    a. **Select By Point** - a single block can be selected at a time. Use Shift + Mouse click after your first block is selected to add to the collection of blocks. Your screen may recenter to include all selected blocks. You can also click the ellipsis icon (...) then select **Zoom To** to cause the map to recenter to show all of the selected blocks. A block can be removed by clicking CTRL + Click (⌘ + Click on OSX).

    b. **Select By Rectangle** - draw a box around the blocks that should be selected in your project area. Shift + Click to add additional areas, and CTRL + Click (⌘ + Click on OSX) to remove areas.

    c. **Select By Polygon** - This selects all blocks that within or touch the polygon drawn on the map. Start drawing a polygon by clicking on the first block in your project area, click near but within your project area boundaries until the polygon contains your project area. Double-click to complete the selection of all blocks that are within or touch that polygon. Your project area

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polygon doesn't need to be exact since you are only selecting TSA blocks that will be served in the project area.

    d. **Select By Line** - Draw a straight or irregular line by placing your first mouse click inside a TSA block that is part of your project area, click to include another block, double-click to start the selection process.

4. Next, follow the instructions in the <u>Export Data and Print Map</u> section of this document (page 3).

Section 3 - Export Data and Print Map

1. Regardless of which selection option you used to select your Project area above, you will now **Export** the underlying census block data and **Print** your results. To do this:
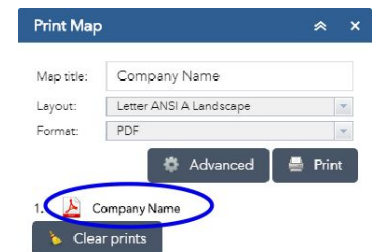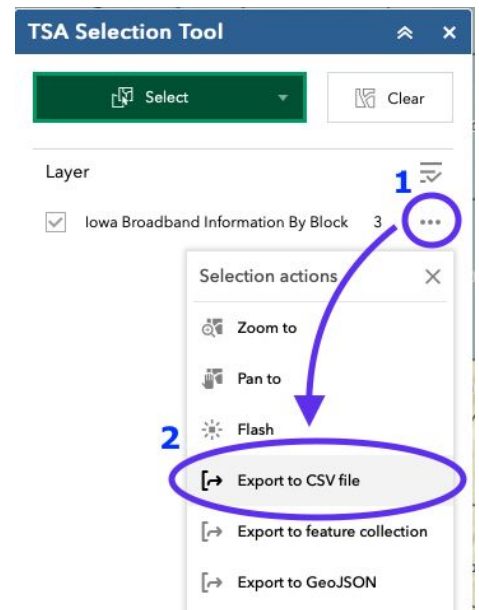
    a. **Export Selected Blocks to a CSV file:**

      i. In the **Results Tab**, click the **Feature Actions** icon (**...**) to display Export options. This is labeled #1 in the image to the right.

      ii. Choose **Export to CSV file** to export the selected Targeted Service Areas (census blocks) IDs and corresponding data forming the basis of your Project. This is labeled #2 in the image to the right.

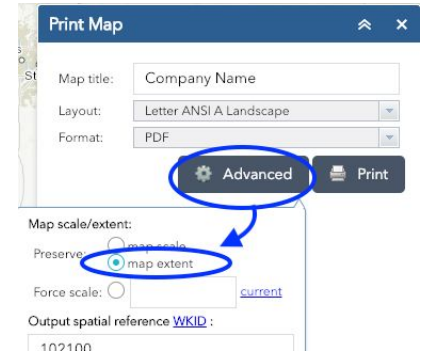   iii. Save your file using this naming convention: ***ApplicantName.csv***.

      iv. Click the ☒ in the top right corner of the the tool menu to close the **TSA Selection Tool**.

    b. **Print:**

      i. Zoom out ▭ on the Iowa Broadband Targeted Services Areas map to bring all the selected Targeted Service Areas (census blocks) forming the basis of your Project into view.

      ii. Click the **Print** 🖶 icon at the top of the map. Depending on your screen size you may need to click the more ▤ icon to see the print icon.

c. In the **Print Map** tool, replace the *Company Name* text with your company name and project identifier, next click the **Advanced** button and click on **map extent** option under the Map scale/extent section.

d. Click **Print** to create a visual representation of your Project in PDF format **(required to complete Step 42 of Exhibit K)**

e. Click on the output link to open your file. Make sure you can see all of the Targeted Service Areas (census blocks) forming the basis of your Project in your **PDF**. If not, adjust your view on the Iowa Broadband Targeted Services Areas map and reprint.

f. Save the **PDF** to your computer.

2. Follow the Copying Data to Broadband Grants Core Application in the last section of this document to submit both your Exported **CSV** file and Printed **PDF** map to the OCIO Grants Application Process.

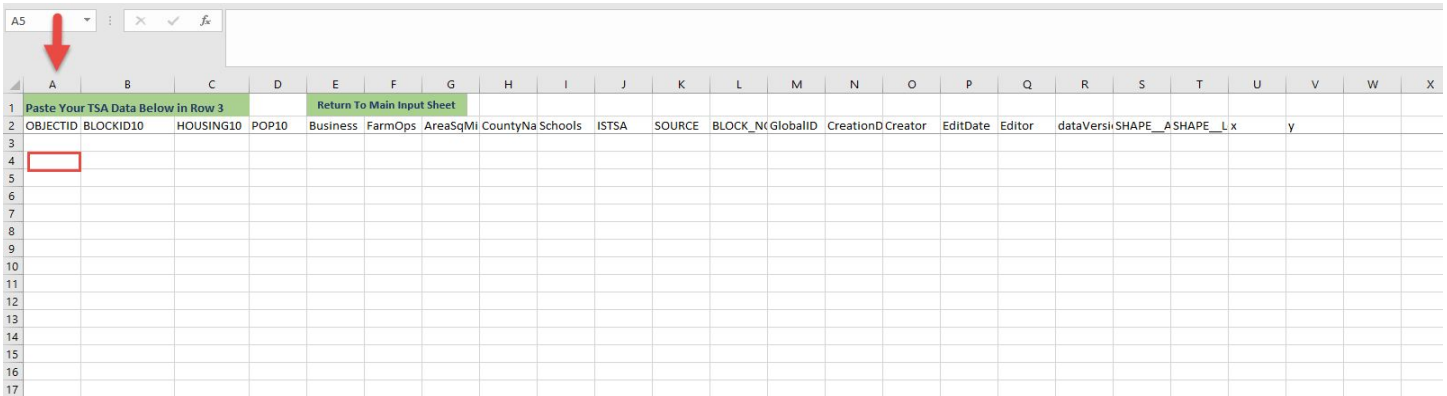# Section 4 - Copying Data to Broadband Grants Core Application

1. **Finally,** you will need to copy the underlying data into the **"TSA Input"** tab within the **"Broadband Grants Core Application**," which will in turn populate the **"Broadband Grants Program Project Worksheet," Exhibit B**. To do so:

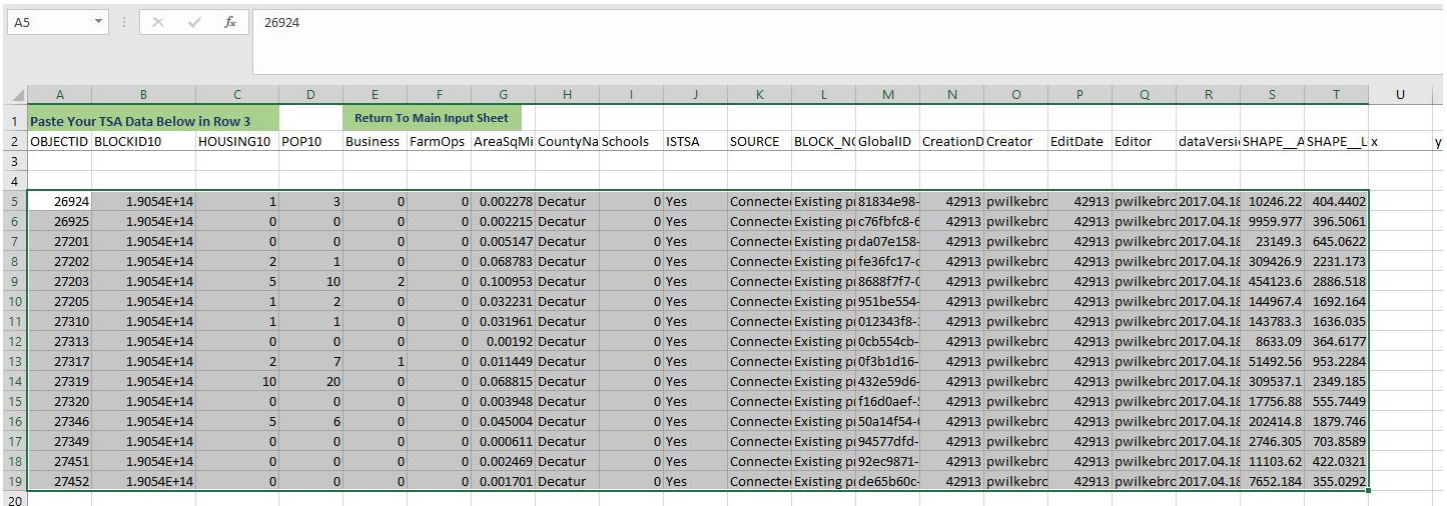   a. Open the .csv file for your project you generated through TSA Selection Tool ("applicantnanme.csv.").

    b. Select / highlight all the data (*excluding* the column headers) beneath **"ObjectID"** through **"Shape_Length"**

c. Right-click to open dialogue box. Click **"copy"** to copy this data.

d. Open the **"Broadband Grants Core Application"** worksheet**.** From the Application Process tab, click on the Hot Button **"Go to Targeted Service Area/Project Input Tab"**.

e. The "**TSA Input"** tab will open. Click on the first available row in Column A (**"ObjectID"**).

f. Right-click to open the dialogue box. Click **"Paste"** to paste the data to the sheet.

g. Return to the **"Application Process"** tab and click on Hot Button **"Refresh Exhibit B with TSA Input."**

h. Click on Hot Button **"Go to Exhibit B – Project Worksheet Tab."** All *eligible Project TSA's* should be displayed. If the Project selected included non-TSAs from the Broadband Map (*i.e.*, shaded Census Blocks = non-TSAs), those TSAs will be automatically removed from **Exhibit B** within the Broadband Grant Core Application. Only eligible TSAs may be submitted as part of a Grant Application.

i. The following Columns should contain your project data:

1. **"Census Block #"**

2. **"County"**

3. **"Sq. Miles"**

4. **"Total Number of HSBs / Broadband Units in Project Area"** (*i.e.*, the Baseline).

5. **"Total Number of HSBs / Broadband Units New Service Will be Available To**.**"**

    a. **NOTE:** The Project Worksheet will assume you intend to service 100% of the HSBs in every TSA once the project is complete. **If you intend to serve fewer HSBs in any or all TSAs, make the appropriate corrections/reductions in HSB counts for the respective columns and rows.**

6. **"Proposed Advertised Speed in Project Area Upon Completion"**

    a. Use the drop down menu to select the new download and upload speeds available upon completion of the project.

ii. In addition, check the **"Delivery Platform"** that applies and define the "**Infrastructure Type**.**"**

Exhibit B—Project Worksheet

Applicant Name: Applicant Example 1

Delivery Platfrom: (Check and/or Populate Other)	
- FTTH	☐ Check
- DSL	☐ Check
- Cable Modem	☐ Check
- Wireless Spectrum	☐ Check
- Fixed Wireless	☐ Check
- Other	
Infrastructure Type	Required

Total Units To Be Served	29
% of Baseline To Be Served	100%
Units Served Per Square Mile	13.2

Target Service Area			Total Number of Homes, Schools, Businesses (i.e., Broadband Units) in Project Area				Total Number of Homes, Schools, Businesses (i.e., Broadband Units) New Service Will Be Available To				Proposed Advertised Speed in Project Area upon Project Completion	
Census Block #	County	Sq. Miles	H	S	B	Total Units	H	S	B	Total Units	Down (Mbps)	Up (Mbps)
5	1	2.2	20	3	6	29	20	3	6	29	TOTAL	
1TSAExample1	CountyA	0.2	5	2	3	10	5	2	3	10	Required	Required
1TSAExample2	CountyA	0.5	4	0	0	4	4	0	0	4	Required	Required
1TSAExample3	CountyA	1	7	1	2	10	7	1	2	10	Required	Required
1TSAExample4	CountyA	0.4	3	0	1	4	3	0	1	4	Required	Required
1TSAExample5	CountyA	0.1	1	0	0	1	1	0	0	1	Required	Required
END OF DATA												

If you have questions about how to complete this process, or any other process set forth in these instructions, contact ocio@iowa.gov for further information.