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**OFFICE OF THE CHIEF INFORMATION OFFICER
OF THE STATE OF IOWA (“OFFICE”)**

**Broadband Grants Program—Empower Rural Iowa, Capital Projects Fund
Funds (“CPF”)**

**PROJECT SELECTION AND DATA EXPORT/IMPORT INSTRUCTIONS
 (“NOFA”) #008**

(Exhibit K)

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SECTION 1—Introduction

Please read the following instructions on how to complete your NOFA 8 Broadband Grants Application. The Application requires the use of data available through the Iowa Broadband Service Locations Selection Tool (the map currently open), available at: [iowa-broadband-map](https://tinyurl.com/iowa-broadband-map), or <https://tinyurl.com/iowa-broadband-map>. Applicants must acquire the appropriate underlying data related to their Project following these instructions.

First, you will need to select the Eligible Service Locations forming the basis of your Project. This is described in **Section 2 - Determine Project Areas Using the Eligible Service Location Selection Tool**.

Next, you will need to Export the Infrastructure Project area data from the locations you selected. See **Section 3 - Export Project Data**.

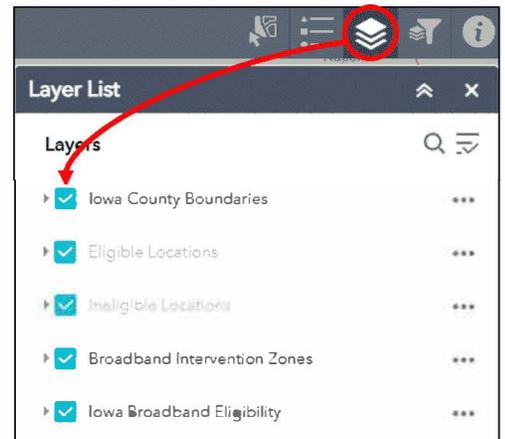
Then, you will need to copy the underlying data into the ESL Input tab within the Broadband Grants Core Application, which will in turn populate, in part, the Broadband Grants Core Application Worksheet, Exhibit B. See **Section 4 - Copying Infrastructure Project Data to Broadband Grants Core Application**.

SECTION 2—Determine Project Areas Using the Location Selection Tool

You can select the Broadband Service Locations forming the basis of your Project using the Iowa Broadband Service Locations Selection Tool published at <https://tinyurl.com/iowa-broadband-map>. Zoom into your project area or area of interest so that the service locations comprising your Project are visible, usually about the scale of a county or two. **Reminder: For this Notice of Funding Availability, only identified Eligible Service Locations are eligible for funding.**

2.1. **Layer List Tool** - The Iowa Broadband Service Locations Selection Tool includes the following layers, for which you can use the Layer List to toggle the visibility of the layers on and off. If a layer is grayed out this means the layer is not visible at the current map scale and you may need to zoom in.

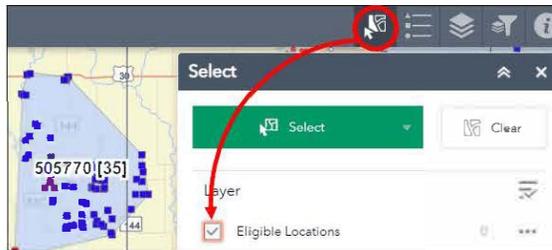
- **Iowa County Boundaries**
- **Eligible Locations** – locations eligible under NOFA #008 within and outside a Broadband Intervention Zone
- **Ineligible Locations** – locations that are not eligible under NOFA #008
- **Broadband Intervention Zones** – a geographic area comprised of Eligible Service Locations evaluated and prioritized by the OCIO during the ITQ. Projects including locations within a BIZ may receive additional points during the evaluation of applications.
- **Iowa Broadband Eligibility** – Iowa Broadband Version 5 consolidated eligibility locations to allow the map to draw faster at statewide scales



By default all layers will be selected in the layer list. The Eligible Locations Layer must be checked

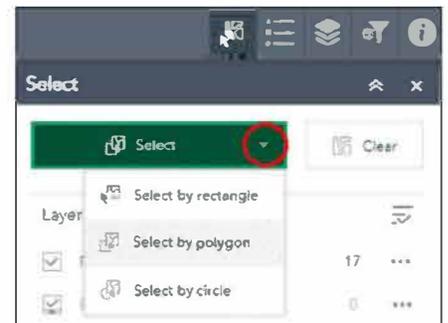
to proceed further. If you need to turn on the Eligible Locations layer - click on the Layer List button  to display the list of layers available. Check the box next to the Eligible Locations layer to draw locations eligible under NOFA #008. **To increase the visibility of the eligible locations, uncheck the Ineligible Locations and Iowa Broadband Eligibility layers.**

2.2. **Select Tool** - On the menu bar, click the **Select Tool**. 



2.2.1. After the **Select Tool** opens, **check the Eligible Locations layer**, as in the image below. **The Eligible Locations layer will not be checked by default.** If you are not zoomed in far enough the Eligible Locations layer will appear grayed out. If the layer is grayed out click the + tool on map navigation tools on the left-side of the map to zoom in a little further. This layer allows you to visualize locations that are eligible under NOFA #008.

2.2.2. **Selection Mode.** Choose a selection mode to select all the eligible locations that are within the extent of your Project area. The drop-down menu will provide 3 selection tools. The Select By Polygon option works best for selecting precise areas. Try each tool in a small area to get an idea of how they work.



Select by Rectangle - Draw a box around the locations that should be selected in your Project area. Shift + Click to add additional areas, and CTRL + Click (⌘ + Click on OSX) to remove areas.

Select by Polygon - This selects all locations that are within or touch the polygon drawn on the map. Start drawing a polygon by clicking on the first location in your Project area, click near but within your Project area boundaries until the polygon contains all the locations for your Project area. Double-click to complete the selection of all locations that are within the polygon.

Select by Circle - Click on a location on the map. Continue to hold down the mouse button while dragging the mouse to create a circle. Shift + Click to add additional areas, and CTRL + Click (⌘ + Click on OSX) to remove areas.

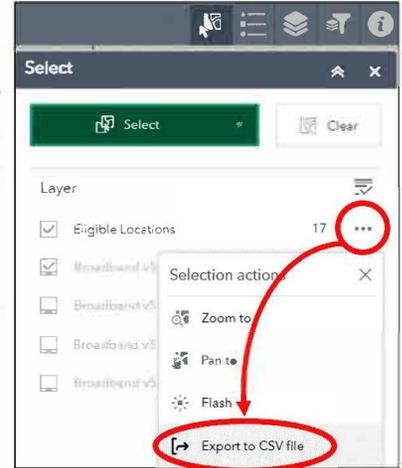
2.2.3. Next, follow the instructions in the Export Project Data section of this document (below).

SECTION 3—Export Project Data

Regardless of which selection option you used to select your Project area above, you will now export the underlying eligible service location data. To do this:

3.1. Export Select Locations to a CSV file:

- 3.1.1. In the **Select Tool**, click the **Selection Actions** icon (...) to display Export options. See image (right). Choose **Export to CSV file** to export the selected eligible service locations and corresponding data forming the basis of your Project.
- 3.1.2. Save your file using this naming convention: *features.csv*.
- 3.1.3. Click the  in the top right corner of the tool menu to close the **Iowa Broadband Service Locations Selection Tool**.



SECTION 4—Copying Project Data to the Broadband Grants Core Application

Open the Broadband Grants Core Application worksheet. Complete the following sections:

- 4.1. On the **Menu Tab**, the bottom section features a checklist of items required for the application to be complete. If incomplete, the Status column describes the action that must be addressed. As you work through the Application, the Status will change to “Complete.”
 - 4.1.1. **Applicant Name** - Use the Business Organization indicated in your Iowa Grants Application.
 - 4.1.2. **Study Area Code** - If applicable, indicate your FCC SAC, FRN, and Provider ID.
 - 4.1.3. **Facilitated Speeds** - Choose your project type, either “100/20 but less than 100/100” or “at least 100/100.”

General Application Information	
Applicant Name:	Required
Study Area Code:	
FCC Provider ID:	
FCC FRN	

Facilitated Broadband Speeds - Select Only One From Below	
Facilitated Speeds:	Required

Follow The Steps Below	
Instructions	Hot Buttons
1) Populate the Eligible Service Location data. Detailed directions in Exhibit K. 1a) Populate your exported Eligible Service Location data on the ESL Input tab.	Go to Eligible Service Location/Project Input Tab
2) Refresh Exhibit B - Project Worksheet with the Eligible Service Location data. 2a) The "Hot Button" to the right will transfer your ESL Input data to Exhibit B.	Refresh Exhibit B with ESL Input Tab Data
3) Populate data in Exhibit B - Project Worksheet. 3a) Check only one Delivery Platform that applies. 3b) Respond to all Prospective Product Attributes subcategories. See Section 3.1.6. of the	Go to Exhibit B - Project Worksheet Tab

- 4.1.4. To copy the underlying data into the **ESL Input tab**, which will in turn populate the **Project Worksheet, in Exhibit B:**
 - 4.1.4.1. Open the .csv file for your Project you generated through the Iowa Broadband Service Locations Selection Tool (“features.csv.”). **DO NOT alter the contents of any fields or change the formatting of cells.**
 - 4.1.4.2. Select/highlight all the data (excluding the column headers) beneath “**OBJECTID**” (Column

A) through and including the column labeled “y” (Column AG).

	A	B
1	OBJECT ID	Location ID
2	370546	12558
3	370546	12558
4	406394	909767
5	406414	608728
6	406434	367100

- 4.1.4.3. Right-click to open the dialogue box. Click “Copy” to copy this data or use CTRL+C to copy.
- 4.1.4.4. On the Menu Tab, click on the Hot Button “Go to Eligible Service Location/Project Input Tab.”
- 4.1.4.5. The ESL Input Tab will open. Click on the first available row in Column A (“OBJECTID”).

	A	B
1	Paste Your Eligible S	
2	OBJECT ID	Location ID
3	370546	
4	370546	
5	406394	91
6	406414	61
7	406434	31

- 4.1.4.6. Right-click on cell A3 to open the dialogue box. Select “Paste” from the pop-up menu to paste the data to the sheet

- 4.1.5. **Check for Duplicate locations** - if you have duplicate locations in the ESL Input Tab, you will see a “DUPLICATE” value appear in column AH for each row or location that is a duplicate. If you do not see any “DUPLICATE” values, proceed to the next step. To remove the “DUPLICATE” flag in column AH, you must remove any duplicate locations. To do this, select the cells for the duplicate record and click the delete key. The message will disappear when there are no duplicate locations.



- 4.1.6. After pasting the data into the ESL Input tab and checking for Duplicate Locations. Return to the Menu Tab and click on the Hot Button “Refresh Exhibit B with ESL Input Tab Data”
- 4.1.7. If you are not redirected to the Exhibit B tab automatically, click on the Hot Button “Go to Exhibit B – Project WorksheetTab.” Please note the message at the top of the worksheet. The message **PLEASE REVIEW EXHIBIT FOR INCOMPLETE ITEMS** will appear at the top of all tabs that have incomplete information.
- 4.1.8. Any Broadband Service Locations you selected on the map will be displayed in Exhibit B if they are designated as Eligible Service Locations. The following Columns should contain your project data:

- Location ID #
- Broadband Intervention Zones # (BIZ ID)
- Street Address
- City
- Zip Code
- Units
- Building Type

- 4.1.9. **Units New Service Will Be Facilitated To / Is Location CAI?**(CAIs = Community Anchor Institutions, i.e. Schools, Hospitals, and Libraries). **NOTE:** The Project Worksheet will assume you intend to service 100% of the units (including CAIs) in every project area once the project is complete. If you intend to serve a different number of units in any or all project areas, you must make the appropriate corrections to unit counts in this section. For example, in the below

screenshot, the units cell has been adjusted to 0 units, to reflect that the Project does not intend to serve any of the units in that particular location. See Screenshot, Area A.

4.1.10. **Maximum Speed Delivered Upon Project Completion** (Screenshot, Area B) - Use the drop-down menu to select the new download and upload speeds available upon completion of the project.

4.1.11. In addition, follow the instructions at the top of **Exhibit B** and complete the following:

Check the delivery platform that applies to the Project under the **“Delivery Platform”** section. (Screenshot, Area C)

In the **“Prospective Products Attributes”** section complete as applicable. Applicants must respond to each of the elements (Availability, Latency, Performance Credits, and Data Cap). (Screenshot, Area D)

The area labeled **“Application Calculations”** (Screenshot, Area E) will automatically be calculated using the information provided in Exhibits B, C, and D. The Efficiency calculation (Cost per Passing) will remain blank until budget information is entered on Exhibits D.

4.1.12. **Do you currently facilitate service at 100/20 or faster at this Address?** (Screenshot, Area F) – Use the drop-down menu to select ‘Yes’ or ‘No’ indicating whether or not you are already serving the locations at the addresses listed in the table in **Exhibit B**. **NOTE:** The Project Worksheet will assume that 100% of the selected locations in every project area are considered eligible locations that are currently unserved or underserved as part of NOFA #008. If you are already serving a specific location that has a minimum speed of 100/20 at that address, you must make the appropriate corrections in this section. For example, in the below screenshot, the cell has been adjusted to Yes, to reflect that the address is already served with a minimum speed of 100/20. See Screenshot, Area F.

C Delivery Platform: (Check or Populate Other)		E Application Calculations		D Prospective Product Attributes: (Populate Responses)	
- FTTH	<input checked="" type="checkbox"/> Check	Total Broadband Units Facilitated Service To	4	- Availability	100.00% percent
- DSL	<input type="checkbox"/> Check	Efficiency (Cost per Passing)	\$ 220.59	- Latency	1 milliseconds
- Cable Modem	<input type="checkbox"/> Check			- Performance Credits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
- Unlicensed Fixed Wireless *	<input type="checkbox"/> Check			- Data Cap	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
- Licensed Fixed Wireless *	<input type="checkbox"/> Check				
- Other					

* If this delivery platform is selected, Applicants must provide a completed Exhibit I.

Eligible Service Locations						Units New Service Will Be Facilitated To / Is Location CAI?		Maximum Speed Delivered Upon Project Completion		Do you currently facilitate service at 100/20 or faster at this Address?	
Location ID #	BIZ Control ID #	Street Address	City	Zip Code	Units	Building Type	Units	Is CAI?	Down (Mbps)	Up (Mbps)	Yes / No
5	5				5		4	1	900	900	
12558	504277	2034 PECAN AVENUE	GUTHRIE CENTER	50115	1	Residential	1	Yes	1000	1000	No
909767	504277	427 310TH STREET	SCRANTON	51462	1	Residential	1		500	500	No
608726	504277	540 300TH STREET	SCRANTON	51462	1	Unknown	0		1000	1000	Yes
367100	504277	100 ALLEN STREET	BAYARD	50029	1	Residential	1		1000	1000	No
778461	504277	104 NORTH STREET	BAYARD	50029	1	Residential	1		1000	1000	No

END OF DATA

4.1.13. Once finished, refer to the Checklist at the bottom of the **Menu** Tab to verify whether any other sections of the Broadband Grants Core Application are incomplete.

If you have questions about how to complete this process, contact ociogrants@iowa.gov