

Exhibit J—Project Selection and Data Export/Import Instructions (NOFA #006)

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 Availability Map v4, available at: <https://ocio.iowa.gov/broadband-availability-map-version-4> or <https://arcg.is/1a9Gfv0>. Applicants must acquire the appropriate underlying data related to their Projects following these instructions.

For Broadband Infrastructure Projects:

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 TSA Blocks forming the basis of your Infrastructure Project. There are several ways to do this. Pick the one that is most convenient for you using one of the methods described in the section [Determine Project Blocks Using the TSA Selection Tool](#) on page 2.

Second, you will need to Export the Infrastructure Project area data from the blocks you selected. See [Export Infrastructure Project Data](#) on page 3.

Third, 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 Infrastructure Project Data to Broadband Grants Core Application](#) on page 3.

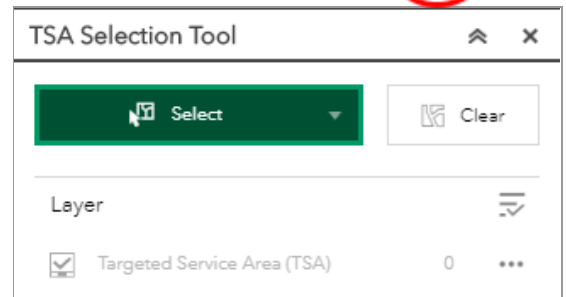
Section 2 - Determine Infrastructure Project Blocks Using the TSA Selection Tool

You can select the Census Block forming the basis of your Infrastructure Project using the TSA Selection Tool available on the Iowa Broadband Availability Map v4 (published at <https://arcg.is/1a9Gfv0>). Zoom into your project area or area of interest so that the Census Blocks comprising your Infrastructure Project are visible, usually about the scale of a county or two. **Reminder: For this Notice of Funding Availability, only TSAs are eligible for funding.**

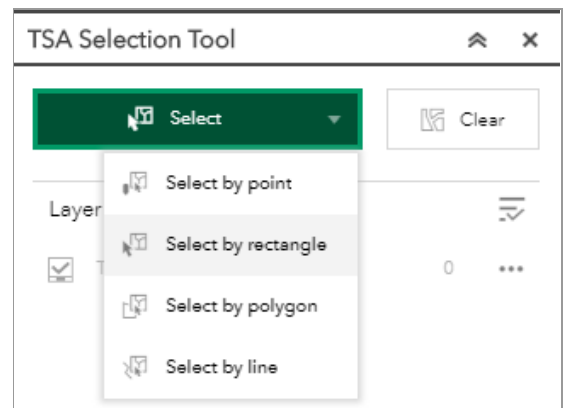
1. On the menu bar of the Iowa Broadband Map Version 4, click the **TSA Selection Tool**—circled in the image at the right. **NOTE: Additional/different icons may appear in the toolbar than the ones shown here, but you should always find the one circled.**



2. After the **TSA Selection Tool** opens, **make sure the Targeted Service Area (TSA) layer is checked** as in the image to the right. If you are not zoomed in far enough the Targeted Service Area (TSA) layer will appear greyed out. If the TSA layer is greyed out click the + tool on map navigation tools to zoom in a little farther. This layer allows you to visualize both Census Blocks that have been designated as TSAs and non-TSAs.



3. **Selection Mode.** Choose a selection mode to select all the 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 are 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 polygon doesn't need to be exact since you are only selecting Census 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.

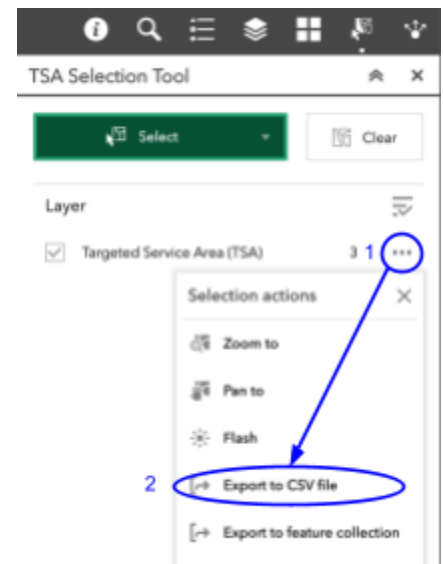
4. Next, follow the instructions in the [Export Project Data](#) section of this document (below).

Section 3 - Export Infrastructure Project Data

1. Regardless of which selection option you used to select your Infrastructure Project area above, you will now **Export** the underlying census block data. To do this:

a. **Export Selected Blocks to a CSV file:**

- i. In the **TSA Selection Tool Tab**, click the **Selection 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 Census Block IDs and corresponding data forming the basis of your Infrastructure Project. This is labeled #2 in the image to the right.
- iii. Save your file using this naming convention: **features.csv**.
- iv. Click the  in the top right corner of the tool menu to close the **TSA Selection Tool**.



Section 4 - Copying Infrastructure Project Data to Broadband Grants Core Application

- 1. Open the **“Broadband Grants Core Application”** worksheet. Complete the following sections
 - a. **Applicant Name** - if you haven't already done so fill in the **Applicant Name** section.

- b. **Facilitated Speeds** - in the **Facilitated Speeds** section choose your project type either 100/20 or 100/100 or greater

Broadband Grants Core Application Menu

Press Ctrl+Shift+H To Return To This Page

General Application Information	
Applicant Name:	Required
Study Area Code:	
Exchange Name:	

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

Follow The Steps Below	
Instructions	Hot Buttons
1) Populate the Targeted Service Area data. Detailed directions in Exhibit L. 1a) Populate your exported TSA data on the TSA Input tab.	Go to Targeted Service Area/Project Input Tab
2) Refresh Exhibit B - Project Worksheet with the Targeted Service Area data. 2a) The "Hot Button" to the right will transfer your TSA data to Exhibit B.	Refresh Exhibit B with TSA Input
3) Populate data in Exhibit B - Project Worksheet. 3a) Check only one Delivery Platform that applies	Go to Exhibit B – Project Worksheet Tab

- 2. **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 (“features.csv”). **DO NOT** alter the contents of any fields or change the formatting of cells.

- b. Select / highlight all the data (excluding the column headers) beneath **“OBJECTID”** through **“NOFA006”**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD		
1	OBJECTID	ocioblockid	blockid	areassqmi	household	population	business	schools	effectivedate	county	tsa	tsatier	partial_se	tier1	tier2	tier3	tier4	previous_PTE	NOFA001	NOFA002	NOFA003	NOFA004	NOFA005	longitude	latitude	aland	awater	Shape_A	Shape_L			
2	190448	19183-96C	1.92E+14	0.48	1	2	0	0	20210701	Washingt	yes	3						no								-91.547	41.32985	1224433	41808	0.000136	0.047325	
3	190475	19183-96C	1.92E+14	0.61	12	30	2	0	20210701	Washingt	yes	3						no									-91.531	41.32734	1590017	0	0.000171	0.058899
4	190476	19183-96C	1.92E+14	0.98	5	11	0	0	20210701	Washingt	yes	3						no									-91.5703	41.33002	2557215	0	0.000275	0.067306
5	190991	19183-96C	1.92E+14	1.57	7	18	5	0	20210701	Washingt	yes	3						no									-91.6598	41.33072	4083565	0	0.000439	0.168397

- c. Right-click to open the dialogue box. Click **“copy”** to copy this data or use **CTRL+C** to copy.
- d. Go back to the **“Broadband Grants Core Application”** worksheet.
- e. On the Menu Tab of the **“Broadband Grants Core Application”** click on the Hot Button **“Go to Targeted Service Area/Project Input Tab”**.
- f. The **“TSA Input”** tab will open. Click on the first available row in Column A (**“OBJECTID”**).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Paste Your TSA Data Below in Row 3																					
2	OBJECTID	blockid	areassqmi	households	population	businesses	schools	effectivedate	county	tsa	aland	awater	partial_service	previous_incentive	PTE	NOFA001	NOFA002	NOFA003	Shape_Area	Shape_Length	x	y
3																						
4																						
5																						

- g. Right-click on cell A3 to open the dialogue box. Select **“Paste”** from the pop up menu to paste the data to the sheet.
- h. Return to the **“Menu”** tab and click on Hot Button **“Refresh Exhibit B with TSA Input.”**
- i. If you are not redirected to the Exhibit B tab automatically, click on the Hot Button **“Go to Exhibit B – Project Worksheet”** tab. All **Project Blocks** you selected on the map should be displayed in Exhibit B if they are designated as Targeted Service Areas. The following Columns should contain your project data:

1. **“Census Block #”**
2. **“Tier**
3. **“Previously Funded”**
4. **“County”**
5. **“Sq. Miles”**
6. **“Total Number of HSBs (i.e., Broadband Units) in Project Area”** (HSBs = Homes, Schools, and Businesses)
7. **“Total Number of HSBs (i.e., Broadband Units) New Service Will Be Facilitated To.”**

NOTE: The Project Worksheet will assume you intend to service 100% of the HSBs in every Census Block once the project is complete. **If you intend to serve fewer HSBs in any or all Census Blocks, make the appropriate corrections/reductions to HSB counts in this section. For example, in the below screenshot the households cell has been adjusted down to 0 households served (See area labelled A below)**

8. **“Facilitated Speeds in Project Area Upon Completion”** (Area Labelled B below)

Use the drop down menu to select the new download and upload speeds available upon completion of the project. **Note: The drop down menu may take a moment to load.**

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

1. Check one or more delivery platforms that apply to the project (e.g. FTTH) under the **“Delivery Platform”** section. (Area labelled C below)
2. Select the **“Infrastructure Type”** associated with the project below the **“Delivery Platform”** section (e.g. Outside Plant Only). (Area labelled D below)
3. In the **“Prospective Products Attributes”** section complete as applicable. Applicants must respond to each of the six elements (Availability, Latency, Hop Count, Performance Credits, Data Cap, and Symmetry). (Area labelled E below)

k. When complete, Exhibit B should look similar to the screenshot provided below.

C Delivery Platform: (Check and/or Populate Other)	
- FTTH	<input checked="" type="checkbox"/> Check
- DSL	<input type="checkbox"/> Check
- Cable Modem	<input type="checkbox"/> Check
- Wireless Spectrum	<input type="checkbox"/> Check
- Fixed Wireless	<input type="checkbox"/> Check
- Other	

Tier	Match %	Square Miles
TIER 1	75.0%	1.520
TIER 2	50.0%	1.010
TIER 3	35.0%	1.080

E Prospective Product Attributes: (Populate Responses)	
- Availability	100.00% <i>percent</i>
- Latency	10 <i>milliseconds</i>
- Hop Count	4 <i>hops</i>
- Performance Credits	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
- Data Cap	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Maximum Support	56.0%
Existing Speeds	0.5609
Tier 1 Composition	0.4211

Total Units Facilitated Service To	10.0
% of Baseline To Be Facilitated Service To	91%
Units Facilitated Per Square Mile	2.8

D Infrastructure Type				
Both OSP and ISP				

Census Block #	Tier	Target Service Area Previously Funded	County	Sq. Miles	Total Number of HSB's (i.e., Broadband Units) in Project Area				Total Number of HSB's (i.e., Broadband Units) New Service Will Be Facilitated To				Facilitated Speeds in Project Area Upon Project Completion	
					H	S	B	Total	H	S	B	Total	Down (Mbps)	Up (Mbps)
4			1	3.6100	7	0	4	11	0	0	4	10		
19183-9602001113	TIER 1	NOFA001	Washington	0.7600	1	0	1	2	0	0	1	1	1000	1000
19183-9602001114	TIER 1	NOFA001	Washington	0.7600	1	0	1	2	1	0	1	2	1000	1000
19183-9602001109	TIER 2	NOFA003	Washington	1.0100	3	0	2	5	3	0	2	5	1000	1000
19183-9602001118	TIER 3	NOFA003	Washington	1.0800	2	0	0	2	2	0	0	2	1000	1000
END OF DATA														

Once finished, refer to the Core Application Checklist at the bottom of the Menu tab to verify whether any other sections of the Broadband Grants Core Application must be completed.

Note: Applicants must also complete Exhibit C and Exhibit D before their application will be considered complete. Exhibit D.1 may also need to be completed if applicable.

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