

Exhibit J—Project Selection and Data Export/Import Instructions (NOFA #004)

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 v3, available at: <https://ocio.iowa.gov/broadband-availability-map-version-3> or <https://arcg.is/0Xq88G>. 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.

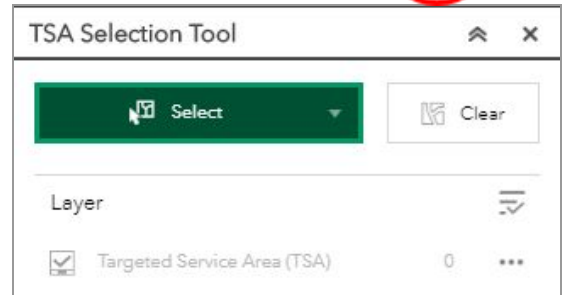
Section 2 - Determine Infrastructure Project Blocks Using the TSA Selection Tool

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 v3 (published at <https://arcg.is/0Xq88G>). 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.**

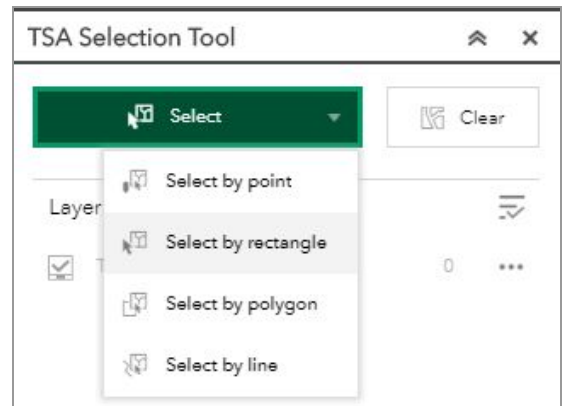
1. On the menu bar of the Iowa Broadband Map Version 3, click the **TSA Selection Tool**—circled in the image at the right. **NOTE: Additional/different icons may appear in the toolbar than the ones shown here, but you should always find the one circled.**



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.

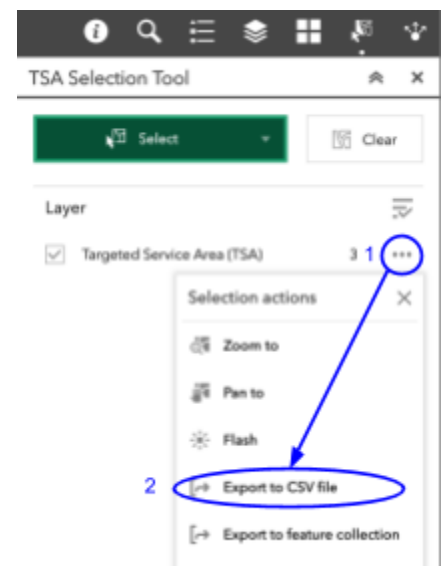
4. Next, follow the instructions in the [Export Project Data](#) section of this document (below).

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. **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:

- Open the .csv file for your project you generated through TSA Selection Tool (“features.csv”).
- Select / highlight all the data (**excluding the column headers**) beneath “**OBJECTID**” through “**Shape_Length**” (ignore the X and Y columns to the right of Shape_Length - do not copy these columns).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	OBJECTID	blockid	areasqmil	househok	populatio	businesses	schools	effectivecc	county	tsa	aland	awater	partial_se	previous	PTE	NOFA001	NOFA002	NOFA003	Shape_A	Shape_L
2	94496	1.91E+14	0.001378	0	0	0	0	Jasper	Yes	3571	0	No	no						3.85E-07	0.002946
3	94720	1.91E+14	1.16	4	11	2	0	Jasper	No	3014747	0		yes		yes				0.000325	0.071718
4	94906	1.91E+14	0.16	1	5	0	0	Jasper	Yes	429455	0	No	yes				yes		4.63E-05	0.037125

- Right-click to open the dialogue box. Click “**copy**” to copy this data.
- Open the “**Broadband Grants Core Application**” worksheet. From the Menu tab, click on the Hot Button “**Go to Targeted Service Area/Project Input Tab**”.
- 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			Return To Main Input Sheet																		
2	OBJECTID	blockid	areasqmil	households	population	businesses	schools	effectivecc	county	tsa	aland	awater	partial_service	previous_incentive	PTE	NOFA001	NOFA002	NOFA003	Shape_Area	Shape_Length	x	y
3																						

- Right-click on cell A3 to open the dialogue box. Select “**Paste**” from the pop up menu to paste the data to the sheet.
- Return to the “**Menu**” tab and click on Hot Button “**Refresh Exhibit B with TSA Input.**”
- If you are not redirected to the Exhibit B tab automatically, click on 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:

- “**Census Block #**”
- “**Previously Funded**”
- “**County**”
- “**Sq. Miles**”

5. **“Total Number of HSBs (i.e., Broadband Units) in Project Area”** (HSBs = Homes, Schools, and Businesses)
6. **“Total Number of HSBs (i.e., Broadband Units) New Service Will be Available 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 in HSB counts for the respective columns (H, S, and B) and rows. For example, the below screenshot shows that**

7. **“Facilitated Speeds in Project Area Upon Completion”**

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.**

- i. 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.
 2. Select the **“Infrastructure Type”** associated with the project below the **“Delivery Platform”** section (e.g. Outside Plant Only).
 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).
- j. When complete, Exhibit B should look similar to the screenshot provided on Page 6.

Exhibit B — Broadband Grants Program Project Worksheet

Applicant Name: Required

Applicants should identify all Delivery Platforms forming the basis of their Project by selecting all Delivery Platform types that are projected to be deployed as part of the Project. Consistent with the definition of Facilitates, Applicants must identify the upload/download speeds on an individual census block basis that their Project will Facilitate in the “Facilitated Speeds” column below; this may be based on the most favorable product offering that will be made available within each of the census blocks forming the basis of a Project and that will be made available within a commercially reasonable time and at a commercially reasonable price. In identifying Prospective Product Attributes, Applicants may use the most favorable product offering that will be made available within a majority of the census blocks forming the basis of their Project and that will be made available within a commercially reasonable time and at a commercially reasonable price within the Project area upon request by a consumer as a result of the Project. Refer to NOFA #004 Section 3.1.6 for more information on Prospective Product Attributes.

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	
Infrastructure Type	Both OSP and ISP

Prospective Product Attributes: (Populate Responses)		
- Availability	100.00%	percent
- Latency	23.00	milliseconds
- Hop Count	0	hops
- Performance Credits	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
- Data Cap	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
- Symmetry	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Total Units To Be Served	17
% of Baseline To Be Served	100%
Units Served Per Square Mile	3.4

Target Service Area				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 Available To				Facilitated Speeds in Project Area Upon Project Completion	
Census Block #	Previously Funded	County	Sq. Miles	H	S	B	Total	H	S	B	Total	Down (Mbps)	Up (Mbps)
10		2	5.072296	15	0	2	17	15	0	2	17		
190990409002119		Jasper	0.00137752	0	0	0	0	0	0	0	0	1000	20
190990409002120	NOFA003	Jasper	0.16	1	0	0	1	1	0	0	1	1000	20
190990409002109		Jasper	0.00091847	1	0	1	2	1	0	1	2	1000	20
190990409002118	NOFA002	Jasper	0.6	2	0	0	2	2	0	0	2	1000	20
190990409002113	NOFA003	Jasper	0.47	0	0	0	0	0	0	0	0	1000	20
190990409002108	NOFA001	Jasper	0.95	3	0	0	3	3	0	0	3	1000	20
190990409002112	NOFA001	Jasper	0.29	2	0	0	2	2	0	0	2	1000	20
191239502003031	NOFA003	Mahaska	0.59	3	0	0	3	3	0	0	3	1000	20
191239502003032		Mahaska	0.25	0	0	1	1	0	0	1	1	1000	20
191239502003033		Mahaska	1.76	3	0	0	3	3	0	0	3	1000	20

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