Exhibit K—Project Selection and Data Export/Import Instructions (NOFA #003)

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 v2, available at: https://ocio.iowa.gov/broadband-availability-map-version-2 or https://arcg.is/10qe0D. Applicants must acquire the appropriate underlying data related to their Projects following these instructions.

For Broadband Infrastructure Projects:

Portions of that data must then be copied into the **"Census Block Input"** tab within the **"Broadband Grants Core Application,"** which will in turn populate, in part, the **"Broadband Grants Program Infrastructure Project Worksheet,"** Exhibit B. Applicants must then fill in the remaining fields within **Exhibit B**.

First, you will need to select the Census 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 **"Census Block 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.

For Broadband Adoption Projects:

Applicants with a Broadband Adoption Project component will need to identify the school district name or names associated with the Project area. The school district name(s) can be identified from the Broadband Availability Map v2 and entered into the **"Exhibit B.1"** tab.

(Note: Applicants who are submitting projects that ONLY contain infrastructure projects may begin at Section 2 - Determine Project Blocks Using the TSA Selection Tool on page 2 and stop at the end of Section 4 - Copying Data to Broadband Grants Core Application. Applicants who are submitting projects that ONLY contain an Adoption component may proceed to Section 5 - Identify Project School District(s) on page 7. Applications who are submitting Projects that contain BOTH Infrastructure and Adoption components must complete all steps below).

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 v2 published at https://ocio.iowa.gov/broadband-availability-map-version-2. 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. **<u>Reminder: For this Notice of Funding Availability, you may select ANY Census Block whether it is designated as a TSA or non-TSA if it comprises the basis of your Infrastructure Project.</u>**

1. On the menu bar of the Iowa Broadband Availability Map v2, 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, **<u>make sure the Targeted Service Area (TSA) layer is checked</u>** 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. **Again, you may select both types of Census Blocks for your Infrastructure Project under this NOFA if you wish.**
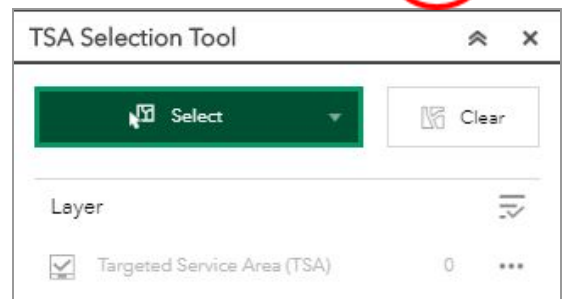
3. **Selection Mode**. Choose a selection mode to select all the blocks that cover the extent of your project area. There are 4 selection tools available. The Select By Point or Select By Polygon options seem to work best for selecting large areas. Try each on a small area to get an idea of how they work.
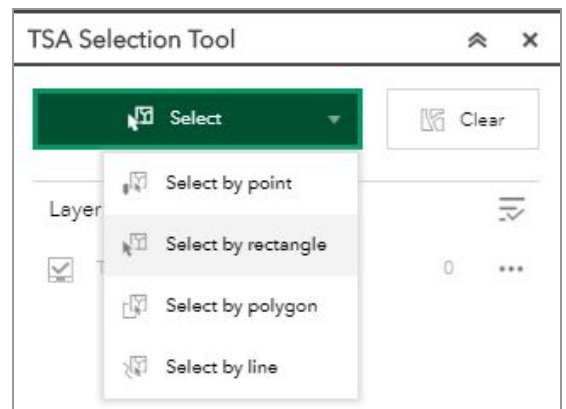
   a. **Select By Point** - a single block can be selected at a time. Use Shift + Mouse click after your first block is selected to add to the collection of blocks. Your screen may recenter to include all selected blocks. You can also click the ellipsis icon (…) then select **Zoom To** to cause the map 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**.
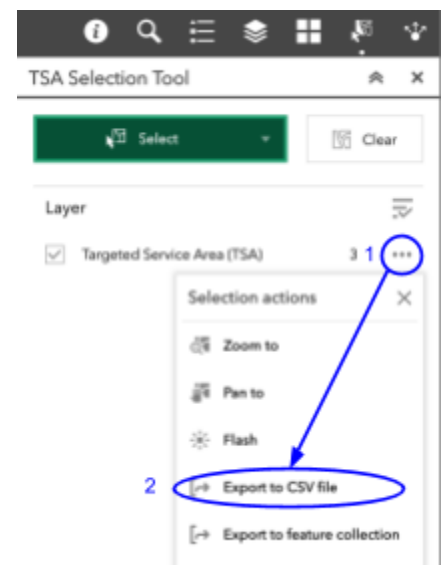
Section 4 - Copying Infrastructure Project Data to Broadband Grants Core Application

1. **Finally,** you will need to copy the underlying data into the **"Census Block 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.").

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

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

   d. Open the **"Broadband Grants Core Application"** worksheet**.** From the Menu tab, click on the Hot Button **"Go to Census Block Input Tab"**.

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

f.   Right-click on cell A3 to open the dialogue box. Select **"Paste"** from the pop up menu to paste the data to the sheet.

g.   Return to the **"Menu"** tab and click on Hot Button **"Refresh Exhibit B with Census Block Input."**

h.   If you are not redirected to the Exhibit B tab automatically, click on Hot Button **"Go to Exhibit B – Broadband Grants Project Infrastructure Project Worksheet"** tab. All ***Project Blocks*** you selected on the map should be displayed. The following Columns should contain your project data:

   1.   **"Census Block #"**

   2.   **TSA Status**

   3.   **"County"**

   4.   **"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.**

   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.

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

   1.   Click the check box at the top of Exhibit B to certify that the Broadband Units represented in the Application are unserved by 25/3 Broadband or faster.

2. Check one or more delivery platforms that apply to the project (e.g. FTTH) under the **"Delivery Platform"** section.

3. Select the **"Infrastructure Type"** associated with the project below the "**Delivery Platform**" section (e.g. Outside Plant Only).

j. When complete, Exhibit B should look similar to the screenshot provided on Page 6.

Once finished, you may now proceed to Exhibit C of the Broadband Grants Core Application spreadsheet for your Infrastructure Project. Then 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. If your Project does not contain an Adoption component you may disregard any highlighted options in the Core Application Checklist that pertain to Adoption components. If your Application also includes an Adoption component, proceed to Section 5 below. 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.

Section 5. Identify Project School District(s)

This section is for Projects that contain an Adoption component. Stop here if your Project <u>ONLY</u> contains an Infrastructure component.

For Projects that contain an Adoption component, the Broadband Core Application requires that the School District(s) associated with the Adoption Project be identified. If you are unsure of what school district(s) are associated with your Adoption Project, you may use the Iowa Broadband Availability Map v2 (located at https://ocio.iowa.gov/broadband-availability-map-version-2 or https://arcg.is/10qe0D) to identify all applicable school districts.

At certain zoom levels on the map, school districts are labelled and outlined with a purple boundary. If you need more granular information (see screenshot example on the following page for Clarion-Goldfield-Dows school district), you can also click on an individual Census Block to identify the school district the block is within. The image on the following page shows the pop-up information that displays when you click on an individual Census Block. To view the school district associated with the selected Census Block, click the right arrow that is highlighted below at the top of the pop-up box. If a pop-up does not appear when you click on the map, make sure that the TSA Selection tool is inactive, you can inactivate the tool by clicking on the TSA Selection tool icon at the top of the map.
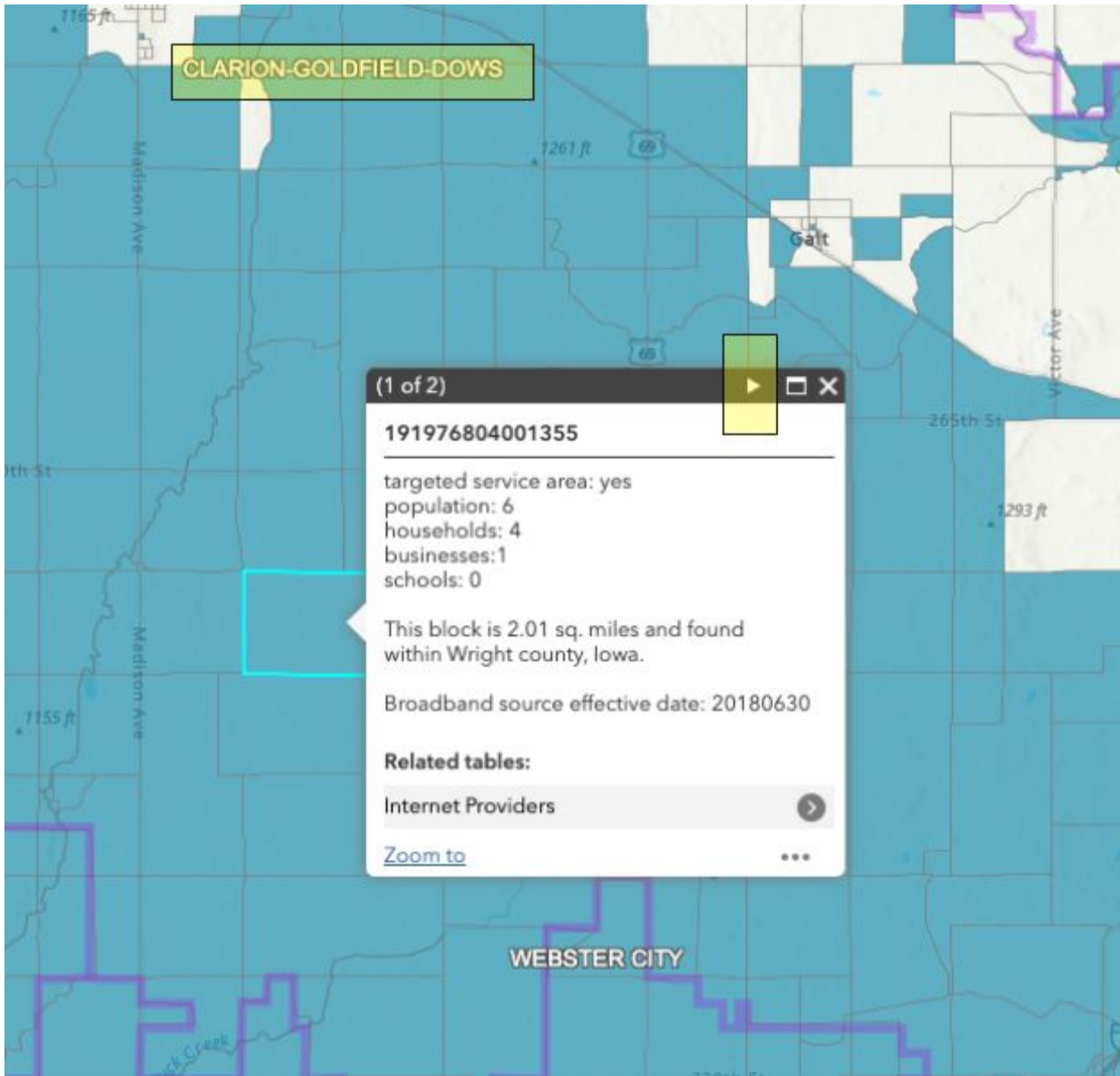
Once you have clicked the right arrow on the pop-up window, you will see the school district information displayed. Refer to the screenshot shown on the following page for an example of this pop-up window which includes the district name, along with data that is used to calculate the Need quantitative factor (*see* NOFA #003 Section 3B.1.1.1) for that school district including Free/Reduced Lunch eligibility and Percent of Households with No Internet. The Broadband Grants Core Application will automatically calculate these figures, so you do not need to copy them or use them to prepare your application. The purpose of the map is only to assist in identifying the names of the school district(s) within which you intend to serve Non-Adopters as described by your Adoption application.
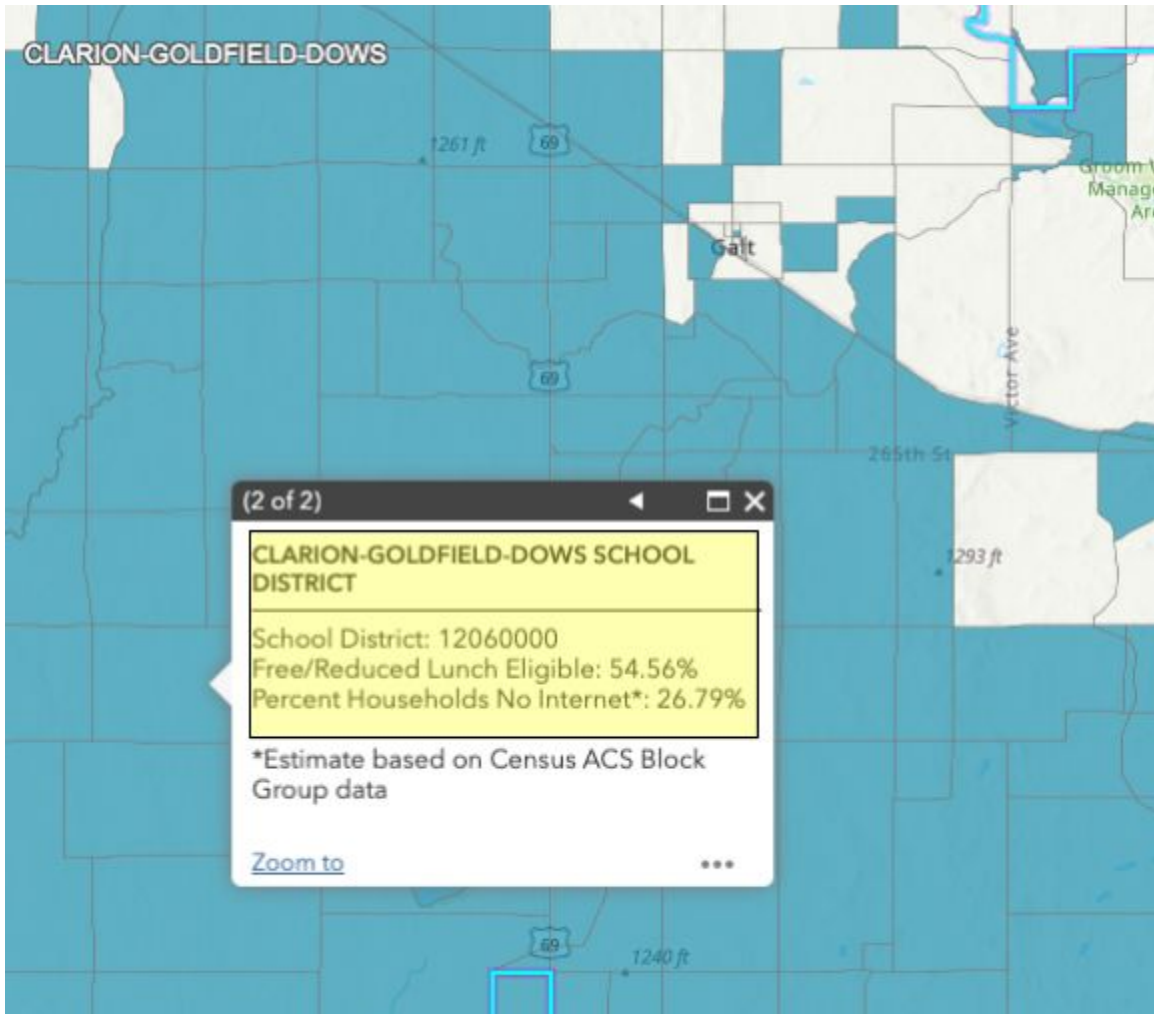
Setting up your Adoption Project in the Broadband Grants Core Application

1. After identifying all school districts associated with your Adoption Project on the Iowa Broadband Availability Map v2, go to the Menu tab on the Broadband Grants Core Application spreadsheet and select the **"Go To Exhibit B.1 - Potential Non-Adopters Form"** hot button.
2. Select the number of school districts associated with your Adoption Project by selecting that number in the **"Number of School Districts Impacted"** drop down box. See screenshot below. For example, if you have four school districts associated with your Adoption project, select "4" in the drop down box as shown below:

3. Click the "Refresh" button next to the **"Number of School Districts Impacted"** drop down box. That number of rows will appear in the "**Potential Number of Non-Adopters per School District - Table 1**" table below.

4. Next, complete the **"Potential Number of Non-Adopter per School Distric - Table 1"** information. The example below shows a Table 1 configured for 4 school districts per the selection in #2 above. Follow the steps provided in Exhibit B.1 to complete the Table 1. If you have more than 50 school districts, contact the Office by e-mailing ociogrants@iowa.gov for assistance.

   a. The screenshot below shows four school districts under Table 1 with 120, 50, 15, and 80 Estimated Number of Potential Non-Adopters submitted for Adair-Casey, Adel Desoto Minburn, AGWSR, and Akron Westfield respectively. Note that School District Number, % Free and Reduced Lunch, % Without Broadband, and School District Economic Necessity Factor automatically populate beside each district.

Potential Number of Non-Adopters per School District - Table 1					
School District	School District Number	% Free and Reduced Lunch	% Without Broadband	School District Economic Necessity Factor	Estimated Number of Potential Non-Adopters
ADAIR-CASEY	180000	43.15%	24.79%	0.1070	120
ADEL DESOTO MINBURN	270000	19.14%	14.39%	0.0275	50
AGWSR	90000	43.78%	22.17%	0.0971	15
AKRON WESTFIELD	630000	31.62%	20.09%	0.0635	80
END OF DATA					

5. At the top of Exhibit B.1, the total amount of your Adoption Project application request is stated. For the example set forth above, a total of 265 Non-Adopters are submitted. Up to $500 may be awarded by the Office for each Non-Adopter submitted, for a total of $132,500.

6. You will also need to enter in the School Districts and Estimated Number of Non-Adopters making up your Broadband Adoption Project in the Iowa Grants System (*See* Exhibit J, Steps 48-49).

7. Then proceed to the form field below the table you just completed. In the form labeled "**Describe the methodology you will utilize to determine Non-Adopter eligibility as defined in 1.4.8.3 and 1.4.8.4**." provide a description of the methodology you will utilize to determine Non-Adopters eligibility. This should relate to how you will determine Non-Adopters meet the eligibility criteria set forth in NOFA #003 Sections 1.4.8.3 and 1.4.8.4 to ensure they are eligible to receive a subscription discount under this program.

Once finished, you may now proceed to Exhibit C.1 of the Broadband Grants Core Application spreadsheet for your Adoption Project. Then 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. If your Project does

not contain an Infrastructure component you may disregard any highlighted options in the Core Application Checklist that pertain to Infrastructure components.

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.