



Department of  
Management

## **Division of Information Technology**

**Empower Rural Iowa Broadband Grants Program**

**Broadband, Equity, Access, and Deployment (“BEAD”)**

**Core Application Instruction  
 (“NOFA”) #009**

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The following instructions are designed to provide applicants with step-by-step guidance concerning completion of the Core Application Workbook (Core App). Questions concerning the submission of applications may be submitted to [broadband@dom.iowa.gov](mailto:broadband@dom.iowa.gov).

## Downloading the Core App

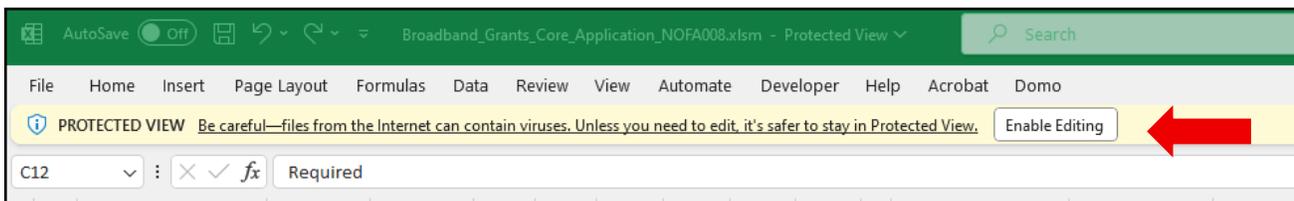
- 1) Go to <https://dom.iowa.gov/broadband/broadband-grants/notice-funding-availability-009>
- 2) Under the Program Documentation – NOFA #009 section, click on “Broadband Grants Core Application” to download.

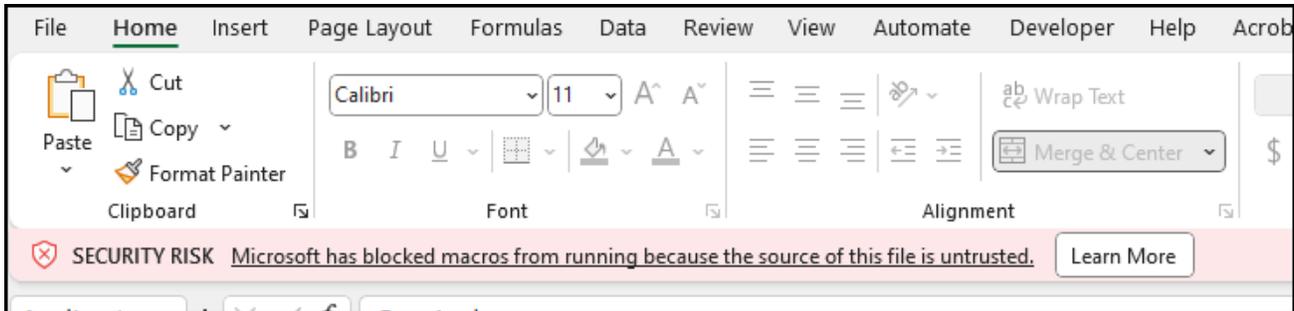
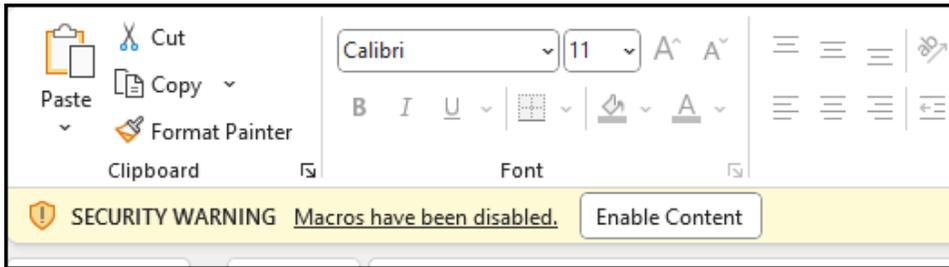
**Program Documentation - NOFA #009**

Information concerning the grant application process, including application materials, agreements, and program information are provided below. All Applications to this NOFA are required to be submitted electronically through the [Iowa Grants System](#).

Exhibit A Notice of Funding Availability - Coming Soon  
 Broadband Grants Core Application (Exhibit B Project Worksheet, Exhibit C BEAD Forms, Exhibit D Budget Plan) - Coming Soon   
 Exhibit E Grant Agreement - Coming Soon  
 Exhibit F Certification, Authorization, and Release of Information - Coming Soon  
 Exhibit G Request for Confidentiality Form 22 - Coming Soon  
 Exhibit H Application Checklist - Coming Soon  
 Exhibit I Wireless Project Design Worksheet - Coming Soon  
 Exhibit J Iowa Grants Registration and Application Instructions - Coming Soon

- 3) Open the Core App in the Microsoft Excel Desktop App as the web application does not function correctly with the embedded macros.
- 4) When opening the Core App for the first time, ensure macros are enabled.

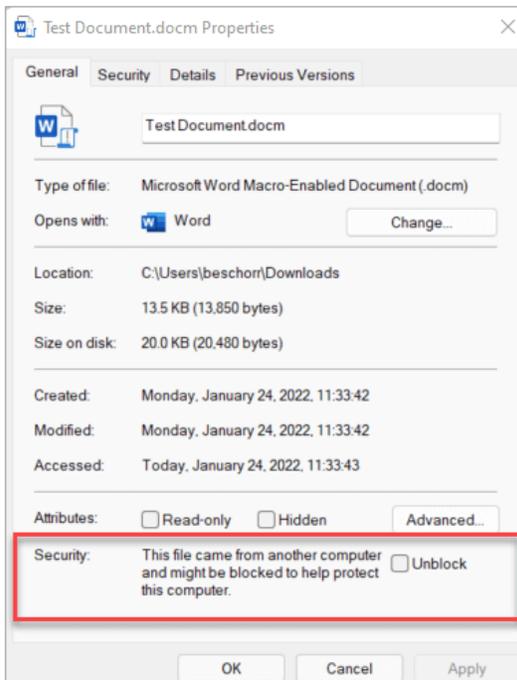




### Unblock a single file

In most cases you can unblock macros by modifying the properties of the file as follows:

1. Open Windows File Explorer and go to the folder where you saved the file.
2. Right-click the file and choose **Properties** from the context menu.
3. At the bottom of the **General** tab, select the **Unblock** checkbox and select **OK**.



- 5) With the Core App open and macros enabled, you are ready to begin. First, note there are five tabs: Menu, ESL Input, Exhibit B, Exhibit C, and Exhibit.

## Menu Tab

- 6) At the top left of the screen, you will populate the General Information section.

General Application Information	
Applicant Name:	GDL Telco
Study Area Code:	555555
FCC Provider ID:	121212
FCC_FRN	969696

- 7) Below, you will see instructions and a checklist to help identify that all sections are completed. There are hot buttons on the right to navigate directly to the other tabs.

Follow The Steps Below	
Instructions	Hot Buttons
<b>1) Populate the Eligible Service Location data. Detailed directions in Exhibit K.</b> 1a) Populate your exported Eligible Service Location data on the ESL Input tab.	<a href="#">Go to Eligible Service Location/Project Input Tab</a>
<b>2) Refresh Exhibit B - Project Worksheet with the Eligible Service Location data.</b> 2a) The "Hot Button" to the right will transfer your ESL Input data to Exhibit B.	<a href="#">Refresh Exhibit B with ESL Input Tab Data</a>
<b>3) Populate data in Exhibit B - Project Worksheet.</b> 3a) Check only one Delivery Platform. 3b) Respond to all Prospective Product Attributes subcategories. See Section 3.1.2 of the NOFA for detailed instructions/questions related to this aspect of the Application. 3c) Define the Download and Upload Speeds in the "Facilitated Speeds in Project Area upon Project Completion" section for each Address Location. 3d) Review to confirm worksheet is correct.	<a href="#">Go to Exhibit B – Project Worksheet</a>
<b>4) Populate all defined fields in Exhibit C - BEAD Form.</b> 4a) Confirm Federal Matching Funds Requested amount. 4b) Review the form to ensure it is complete and accurate.	<a href="#">Go To Exhibit C – BEAD Form</a>
<b>5) Populate costs in Exhibit D - Budget Plan.</b> 5a) Update/Populate Category, Description, Unit Price, and Quantity. 5b) Review the form to ensure it is complete and accurate. 5c) If grant funds are Awarded, the Grantee will be required to submit a revised budget to the IA Grants Online system with actual costs upon project completion.	<a href="#">Go To Exhibit D - Budget Plan</a>
<b>6) Core Application Checklist Below.</b>	

Core Application Checklist	
Check	Status
Did you populate an Applicant Name?	Populate Applicant Name.
Did you choose your Facilitated Broadband Speed for this project?	Populate Facilitated Broadband Speed.
Did you exclude duplicate Location IDs from your ESL Input tab?	Ensure all duplicate Location IDs are excluded.
Did you choose <b>ONLY ONE</b> Delivery Platform in Exhibit B?	Select a Delivery Platform.
Have you responded to all Prospective Product Attributes subcategories in Exhibit B?	Ensure all Product Attributes have a response.
Have you included at least one Eligible Service Location?	Populate Location IDs in ESL Input Tab.
Have you defined all of your Facilitated Speeds in Exhibit B?	Ensure Facilitated Speeds are Defined in Exhibit B.
Have you confirmed your Matching Funds Requested percentage in Exhibit C?	Complete
Have you submitted grant request dollars in Exhibit D (Column E)?	Ensure Exhibit D is populated with costs and support information.

## ESL Input Tab

8) Navigate to the ESL Input Tab, where you will copy/paste the map export directly to the cells. Ensure you paste to cell A3.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Paste Your Eligible Service Location Data Below in Row 3 by using "Special Paste Values".						DO NOT EDIT DATA FROM MAP EXPORT							Return
2	OBJECTID	location_id	state_fed_de	building_type	unit_count	address_primary	City	State	Zip_Code	zip_suffix	bsl_flag			
3	64838	1413457711	0	B	1	4967 COUNTY HWY-T40	STACYVILLE	IA	50476		TRUE	-92.77011784	43.479	
4	14871	1016913305	0	B	1	1948 25TH ST	CHESTER	IA	52134		TRUE	-92.55247307	43.48	
5	60238	1130351533	0	X	2	4809 WINDFALL AVE	RICEVILLE	IA	50466	8111	TRUE	-92.57406223	43.457	
6	14865	1413450579	0	R	1	1346 DALE AVE	CHESTER	IA	52134		TRUE	-92.49233906	43.494	
7	60261	1016912873	0	R	1	1757 50TH ST	RICEVILLE	IA	50466	7120	TRUE	-92.54001783	43.444	
8	60278	1016913992	0	R	1	1352 25TH ST	RICEVILLE	IA	50466	6624	TRUE	-92.54680641	43.479	
9	45373	1130341572	0	R	1	5073 VALLEY AVE BLDG 2	MC INTIRE	IA	50455	8107	TRUE	-92.61402823	43.496	
0	61643	1130341600	0	R	1	4845 BALSAM AVE	SAINT ANSGAI	IA	50472	8540	TRUE	-93.00612344	43.465	
1	60269	1016913698	0	R	1	4092 ADDISON AVE	RICEVILLE	IA	50466	7122	TRUE	-92.55234506	43.457	
2	60226	1016913482	0	R	1	4394 10TH ST	RICEVILLE	IA	50466	6601	TRUE	-92.48777895	43.5	
3	61695	1130346221	0	B	1	4824 CAMEO AVE	SAINT ANSGAI	IA	50472		TRUE	-92.98558438	43.461	
4	61646	1130343058	1	R	1	4984 INDIGO AVE	SAINT ANSGAI	IA	50472	8668	TRUE	-92.86942377	43.485	
5	61669	1130342925	0	R	1	4765 HICKORY AVE	SAINT ANSGAI	IA	50472	8645	TRUE	-92.89181291	43.452	
6	45382	1130346497	0	B	1	412 STATE LINE RD	MC INTIRE	IA	50455		TRUE	-92.64091282	43.5	
7	61675	1130342938	0	R	1	1418 480TH ST	SAINT ANSGAI	IA	50472	8515	TRUE	-92.9447282	43.458	
8	61686	1130343299	0	B	1	1831 480TH ST	SAINT ANSGAI	IA	50472		TRUE	-92.86495622	43.459	
9	60281	1130342896	0	B	2	4682 WINDFALL AVE	RICEVILLE	IA	50466	8113	TRUE	-92.57348417	43.439	
0	14868	1016922194	0	R	1	10TH ST	CHESTER	IA	52134		TRUE	-92.45194592	43.498	
1	64835	1130340450	0	B	1	2623 COUNTY HWY-A19	STACYVILLE	IA	50476		TRUE	-92.70827865	43.475	
2	61655	1130342955	0	R	1	1823 480TH ST	SAINT ANSGAI	IA	50472	8671	TRUE	-92.86659548	43.459	
3	14874	1413450595	0	R	1	5534 DALE AVE	CHESTER	IA	52134		TRUE	-92.49442827	43.436	
4	60218	1016922064	0	R	1	1738 50TH ST	RICEVILLE	IA	50466	7120	TRUE	-92.53959578	43.442	
5	45376	1130346575	0	B	1	3117 COUNTY HWY-A19	MC INTIRE	IA	50455		TRUE	-92.6097907	43.465	
6	60275	1016921829	0	R	1	5363 40TH ST	RICEVILLE	IA	50466		TRUE	-92.46888461	43.458	
7	61649	1130343069	0	B	1	1833 500TH ST	SAINT ANSGAI	IA	50472		TRUE	-92.86446727	43.488	

9) With the data pasted to the ESL tab, navigate back to the menu tab and click the "Refresh Exhibit B with ESL Input Tab Data" button. This will run the macro to populate Exhibit B and other areas of the Core App with the necessary information.

Follow The Steps Below	
Instructions	Hot Buttons
1) Populate the Eligible Service Location data. Detailed directions in Exhibit K.	Go to Eligible Service Location/Project Input Tab
1a) Populate your exported Eligible Service Location data on the ESL Input tab.	Refresh Exhibit B with ESL Input Tab Data
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.	Go to Exhibit B - Project Worksheet
3) Populate data in Exhibit B - Project Worksheet.	
3a) Check only one Delivery Platform.	
3b) Respond to all Prospective Product Attributes subcategories. See Section 3.1.2 of the NOFA for detailed instructions/questions related to this aspect of the Application.	
3c) Define the Download and Upload Speeds in the "Facilitated Speeds in Project Area upon Project Completion" section for each Address Location.	
3d) Review to confirm worksheet is correct.	
4) Populate all defined fields in Exhibit C - BEAD Form.	Go To Exhibit C - BEAD Form
4a) Confirm Federal Matching Funds Requested amount.	
4b) Review the form to ensure it is complete and accurate.	
5) Populate costs in Exhibit D - Budget Plan.	Go To Exhibit D - Budget Plan
5a) Update/Populate Category, Description, Unit Price, and Quantity.	
5b) Review the form to ensure it is complete and accurate.	
5c) If grant funds are Awarded, the Grantee will be required to submit a revised budget to the IA Grants Online system with actual costs upon project completion.	
6) Core Application Checklist Below.	

### Exhibit B Tab

- 10) Navigate to the Exhibit B tab and you will find the location information, as well as a few other metrics populated.
- 11) At the top of Exhibit B, you will see the Delivery Platform, Application Calculations, and Prospective Product Attributes boxes.

PLEASE SELECT ONE DELIVERY PLATFORM		Application Calculations		Prospective Product Attributes: (Populate Responses)	
<b>Delivery Platform: (Check or Populate Other)</b>		Total Broadband Units Facilitated Service To	143	- Relative Speed	1000 <i>mb/s</i>
- FTTH	<input type="checkbox"/> Check	Efficiency (Cost per Passing)	\$ -	- Latency	<i>milliseconds</i>
- Cable Modem	<input type="checkbox"/> Check				
- Licensed Fixed Wireless *	<input type="checkbox"/> Check				
- Unlicensed Fixed Wireless *	<input type="checkbox"/> Check				
- LEO Satellite*	<input type="checkbox"/> Check				
- Other	<input type="checkbox"/> Check				

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

- 12) In the Delivery Platform, select the type of infrastructure you will be utilizing to serve Eligible Service Locations (ESLs).
- 13) For the Application Calculation section, this is auto populated, so nothing for you to do.
- 14) In the Prospective Product Attributes box, relative speed is auto calculated, but you will need to enter the latency (in milliseconds) in which your service will run.
- 15) Below, you will find the locations within your project and a yellow section where you will populate the maximum download and upload speeds your service will offer. Once populated, the Relative Speed will have auto populated.

Eligible Service Locations							PLEASE POPULATE	
Location ID #	Location Status	Street Address	City	Zip Code	Units	Building Type	Maximum Speed Delivered Upon Project Completion	
							Down (Mbps)	Up (Mbps)
10					10			
1144630360	Unserved	11122 COUNTY HIGHWAY S55 BLDG 2	ACKLEY	50601	1	Business	Required	Required
1072718729	Unserved	26475 DOUGLAS	ACKLEY	50601	1	Business	Required	Required
1073707517	Underserved	108 HIGHWAY 65	ACKLEY	50601	1	Business	Required	Required
1072718715	Underserved	26273 ELM	ACKLEY	50601	1	Residential	Required	Required
1073710610	Underserved	342 COUNTY HWY-S56	ACKLEY	50601	1	Business	Required	Required
1144631337	Underserved	11899 U AVE	ACKLEY	50601	1	Residential	Required	Required
1144630259	Unserved	14863 RR AVE	ACKLEY	50601	1	Residential	Required	Required
1385601556	Unserved	11581 S AVE BLDG 2	ACKLEY	50601	1	Business	Required	Required
1072719858	Unserved	30394 CEDAR AVE	ACKLEY	50601	1	Business	Required	Required
1385601555	Unserved	11573 S AVE	ACKLEY	50601	1	Business	Required	Required
END OF DATA								

## Exhibit C Tab

16) Navigate to Exhibit C where you will find a chart showing project cost and grant funds requested. These will auto populate as you complete Exhibit D. Next is a chart populated from the locations selected for your project. This informs you of the number of unserved vs underserved locations and the % of unserved in your project (must be 80% or more to be considered an unserved service project).

Applicant must fill out and submit this form in order to comply with/supply the information/inputs requested by the C #009.

**1. Total Project Cost and Grant Funds Requested. (see NOFA #009 Section 1.6.2)**

\$0.00 Total Estimated Cost  
\$0.00 Total Grant Requested

Unserved	Underserved	Total Locations	% Unserved
122	3	125	98%

Please answer or supply the Office with the following to assist it in scoring this factor:

1.1. **Maximum Funding Request.** Based on minimum deployment of 100/20 Broadband to Eligible Service Location  
 This field is auto-populated based on the maximum award amount stated in NOFA #009 Section 1.6.2

1.2. Please state the percentage of federal support requested if less than the Maximum Funding Request in 1.1. #009 to identify the points available for Minimal BEAD Program Outlay. **If you intend to request the Maximum**



## Double Check Your Work

19) With your Core App Worksheet now populated, it's time to double check your work. Go over each tab to ensure accurate information was entered. Also go to the checklist on the Menu tab to ensure all items are listed as completed.

Core Application Checklist	
Check	Status
Did you populate an Applicant Name?	Complete
Did you choose your Facilitated Broadband Speed for this project?	Complete
Did you exclude duplicate Location IDs from your ESL Input tab?	Complete
Did you choose <b>ONLY ONE</b> Delivery Platform in Exhibit B?	Complete
Have you responded to all Prospective Product Attributes subcategories in Exhibit B?	Complete
Have you included at least one Eligible Service Location?	Complete
Have you defined all of your Facilitated Speeds in Exhibit B?	Complete
Have you confirmed your Matching Funds Requested percentage in Exhibit C?	Complete
Have you submitted grant request dollars in Exhibit D (Column E)?	Complete

## Redact

20) If you are requesting confidentiality (this must be indicated in Exhibit G of the IA Grants Online application), you can redact the budgetary information in Exhibit D by using the Redact button, found in the Exhibit D tab. Before clicking the redact button, send email to [broadband@dom.iowa.gov](mailto:broadband@dom.iowa.gov) indicating you are requesting confidentiality and we will reply with a passcode to execute this function.

21) With the passcode in hand, click the redact button and enter the passcode. A macro will run that produces a redacted PDF version of your Core App that can then be uploaded to the appropriate section in the IA Grants Online application.

- As part of the claims process, in addition to supplying DOM with a revised Exhibit D, DOM may require original invoices, original itemized receipts, copies of checks, check registers, or bank statements for payment of any and all claimed expenditures.
- As part of the claims process, Grantees may only seek and obtain reimbursement for Allowed Expenditures, and Grantee shall not otherwise be entitled to reimbursement for any such expenditures.
- If you intend to make redactions to Exhibit D, please contact the DOM DoIT helpdesk at [broadband@dom.iowa.gov](mailto:broadband@dom.iowa.gov).



Please reach out to the help desk at [broadband@dom.iowa.gov](mailto:broadband@dom.iowa.gov) with any questions.