



**Department of
Management**

Division of Information Technology

Empower Rural Iowa Broadband Grants Program

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

**IOWA GRANTS REGISTRATION AND APPLICATION INSTRUCTIONS
 (“NOFA”) #009**

(Exhibit K)



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SECTION 1—Introduction

Please read the following instructions on how to complete your NOFA 9 Broadband Grants Application. The Application requires the use of data available through the Iowa Broadband Service Locations Selection Tool (BBv6), available at: [iowa-broadband-map](https://experience.arcgis.com/experience/e503c13ca3324db697b292908c8835ba), or <https://experience.arcgis.com/experience/e503c13ca3324db697b292908c8835ba>. 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.

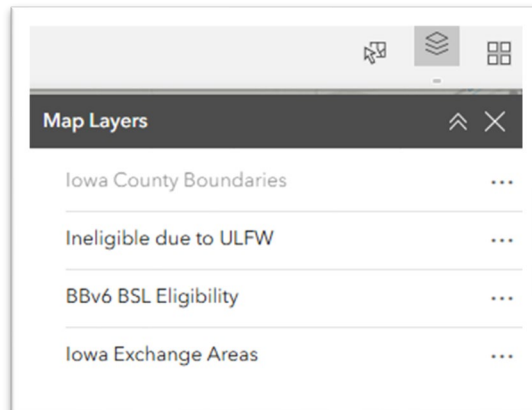
Then, you will need to copy the underlying data into the ESL Input tab within the Broadband Grants Core Application, which will in turn populate, in part, the Broadband Grants Core Application Worksheet, Exhibit B. See **Section 4** - Copying Infrastructure Project Data to Broadband Grants Core Application.

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://experience.arcgis.com/experience/e503c13ca3324db697b292908c8835ba>. 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**
- **Ineligible due to ULFW** – additional locations that are not eligible under NOFA #009. Due to changes to the BEAD Program.
- **BBv6 BSL Eligibility** – Broadband Serviceable locations eligible under NOFA #009 (unserved, underserved and served)
- **Iowa Exchange Areas** – Areas approximating Iowa Exchange boundaries within the State of Iowa



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

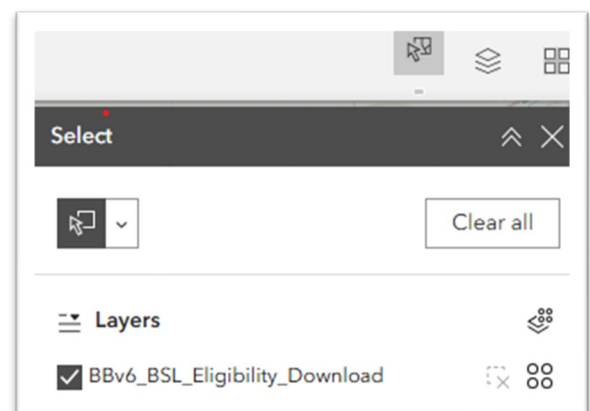
- 2.2.1. After the **Select Tool** opens, make sure the BBv6_BSL_Eligibility_Download layer is checked, as in the image below.
- 2.2.2. **Selection Mode.** Choose a selection mode to select all the eligible locations that are within the extent of your Project area. The drop-down menu will provide 4 selection 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.

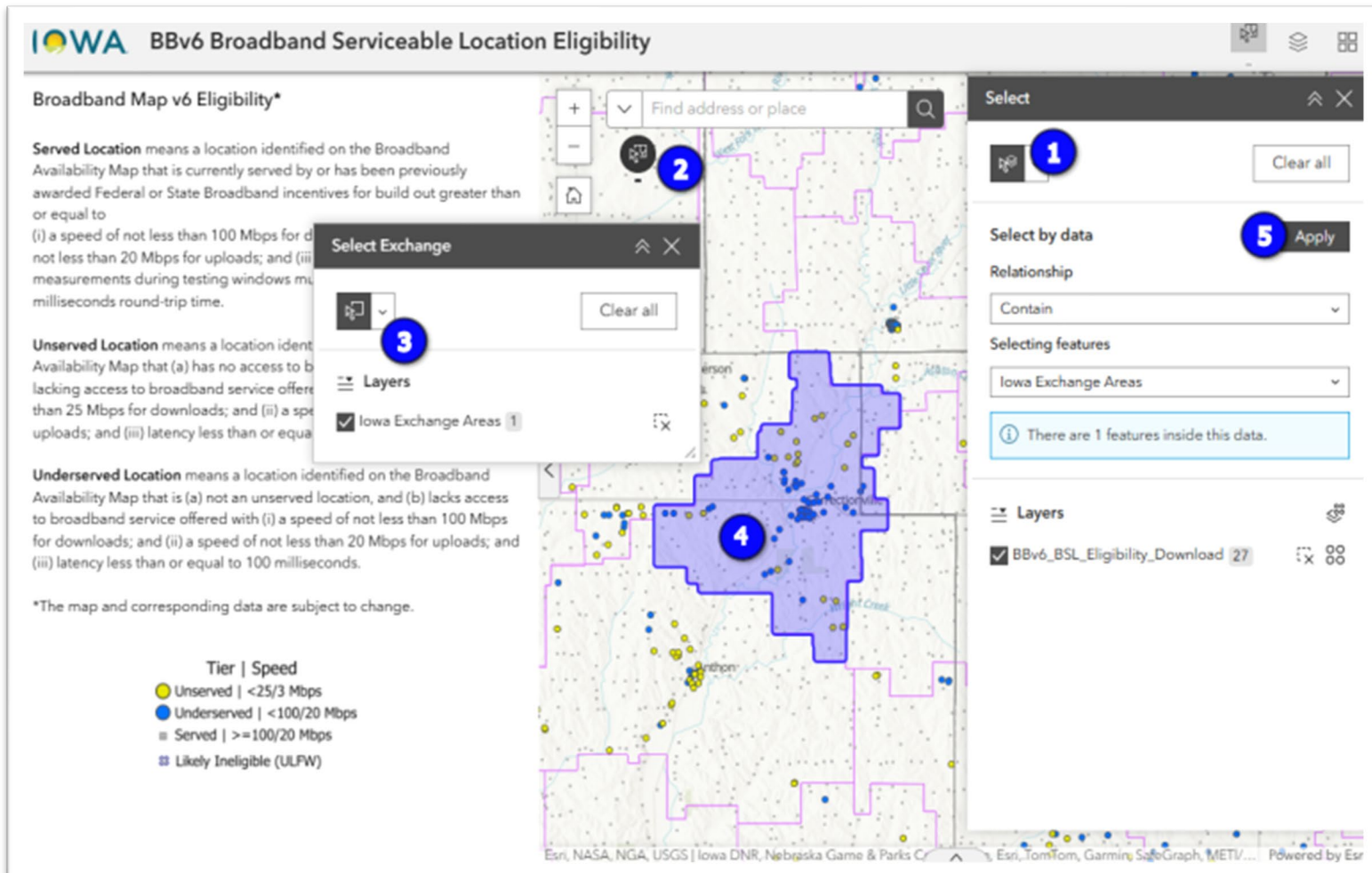
Select by Lasso - This selects all locations that are within or touch the area drawn on the map. Start drawing a “lasso” by clicking near the first location in your Project area, continue to move the mouse to further enclose all locations within your project. To complete the “lasso” double-click.

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.

Select by Data – Using this tool depends on you first Selecting one of the Iowa Exchange Areas. Refer



to the image below. Click on the **Select by Data Option (1)**. Move the mouse to the map and click on the **Select Exchange Tool (2)**. When the Select Exchange tool opens make sure Iowa Exchange Areas layer is checked, and that either the Select by Rectangle or Select by Lasso is active (3). **Select one or more Iowa Exchange Areas (4)** using the tool selected in Step 3. Then go back to the eligibility Select tool and Click the Apply (5) button to select eligible locations.




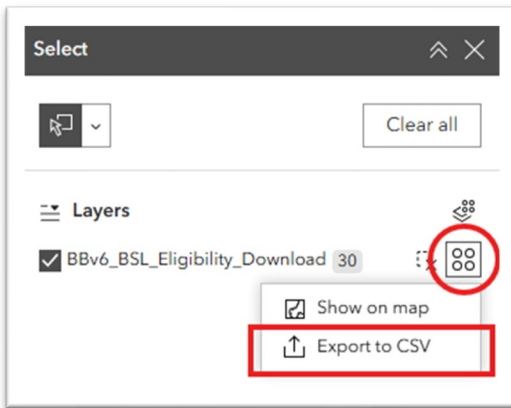
SECTION 3—Export Project Data

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 **Actions** icon (four circles) to display the Export options. See image (right). Choose **Export to CSV** 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:
BBv6_BSL_Eligibility_Download.csv.
- 3.1.3. Click the  in the top right corner of the tool menu to close the **Select Tool**.



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

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

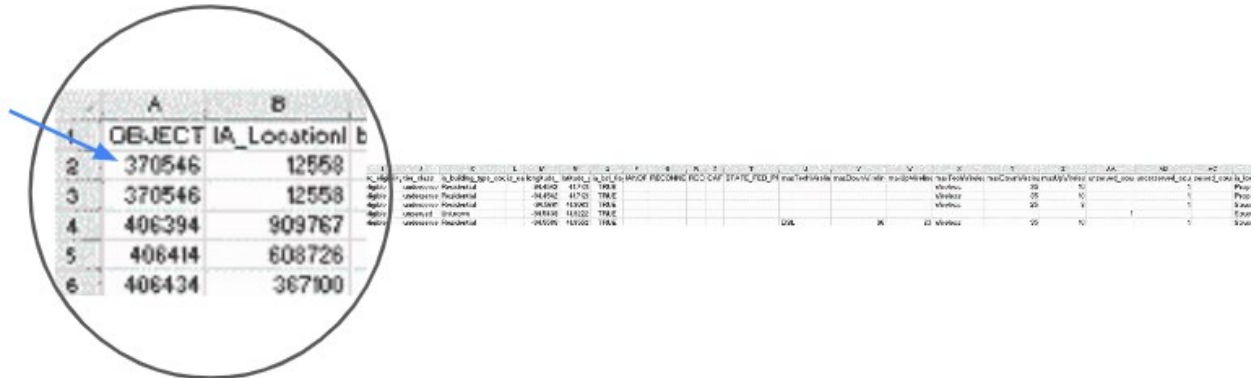
- 4.1. On the **Menu** Tab, the bottom section features a checklist of items required for the application to be complete. If incomplete, the Status column describes the action that must be addressed. As you work through the Application, the Status will change to “Complete.”
- 4.1.1. **Applicant Name** - 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.

General Application Information		Ensure macros are enabled in order for this workbook to properly function.
Applicant Name:	Required	
Study Area Code:		
FCC Provider ID:		
FCC_FRN		

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.	Go to Exhibit B – Project Worksheet

- 4.1.3. To copy the underlying data into the **ESL Input** tab, which will in turn populate the **Project Worksheet**, in **Exhibit B**:

- 4.1.3.1. Open the .csv file for your Project you generated through the Iowa Broadband Service Locations Selection Tool (“BBv6_BSL_Eligibility_Download.csv”). **DO NOT alter the contents of any fields or change the formatting of cells.**
- 4.1.3.2. Select/highlight all the data (excluding the column headers) beneath **“OBJECTID”** (Column A) through and including the column labeled **“y”** (Column M).



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
1	OBJECTID	IA_LocationID																										
2	370546	12558																										
3	370546	12558																										
4	406394	909767																										
5	406414	608726																										
6	406434	367100																										

- 4.1.3.3. Right-click to open the dialogue box. Click **“Copy”** to copy this data or use **CTRL+C** to copy.
- 4.1.3.4. On the Menu Tab, click on the Hot Button **“Go to Eligible Service Location/Project Input Tab.”**
- 4.1.3.5. The **ESL 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	W	X	Y	Z	AA	AB	AC
1	Paste Your Eligible S																											
2	OBJECTID	IA_LocationID																										
3	370546																											
4	370546																											
5	406394	909767																										
6	406414	608726																										
7	406434	367100																										

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

- 4.1.4. **Check for Duplicate locations** - if you have duplicate locations in the **ESL Input** Tab, you will see a “DUPLICATE” value appear in column P 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 P, 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.



- 4.1.5. 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”**
- 4.1.6. 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.
- 4.1.7. 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 #
Location Status (unserved/underserved)
Street Address
City
Zip Code
Units
Building Type

- 4.1.8. **Maximum Speed Delivered Upon Project Completion** (Screenshot, Area A) – Enter the new download and upload speeds available upon completion of the project.
- 4.1.9. 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 B)

In the **“Prospective Products Attributes”** section complete as applicable. Applicants must respond to the Latency of the completed project (Screenshot, Area D). The Relative Speed will auto calculate.

The area labeled “Application Calculations” (Screenshot, Area C) 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.

Delivery Platform: (Check or Populate Other)		Application Calculations		Prospective Product Attributes: (Populate Responses)	
- FTTH	<input checked="" type="checkbox"/> Check	Total Broadband Units Facilitated Service To	165	- Relative Speed	1000 mb/s
- Cable Modem	<input type="checkbox"/> Check	Efficiency (Cost per Passing)	\$ 10,763.89	- Latency	9 milliseconds
- Licensed Fixed Wireless *	<input type="checkbox"/> Check				
- Unlicensed Fixed Wireless *	<input type="checkbox"/> Check				
- LEO Satellite*	<input type="checkbox"/> Check				
- Other					

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

Eligible Service Locations							Maximum Speed Delivered Upon Project Completion	
Location ID #	Location Status	Street Address	City	Zip Code	Units	Building Type	Down (Mbps)	Up (Mbps)
144					165		1000	1000
1413457711	Unserved	4967 COUNTY HWY-T40	STACYVILLE	50476	1	Business	1000	1000
1016913305	Unserved	1948 25TH ST	CHESTER	52134	1	Business	1000	1000
1130351533	Unserved	4809 WINDFALL AVE	RICEVILLE	50466	2	Mixed Business	1000	1000

- 4.1.10. 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 broadband@dom.iowa.gov