



California Public Utilities Commission

Federal Funding Account Applicant Tool User Manual

COMMUNICATIONS DIVISION STAFF

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1 Introduction to the Applicant Tool

The California Public Utilities Commission (CPUC) Federal Funding Account Applicant Tool is a visualization and mapping tool that informs the development of Federal Funding Account applications. The Applicant Tool provides data that enables prospective applicants to examine service needs, review U.S. Census Bureau information, and see estimated subsidies for potential projects. Prospective applicants may use the Applicant Tool to create, save, and submit project areas for use in the Broadband Grant Portal.

This guide describes the basic operations of the Applicant Tool.

Registration

To access the tool, prospective applicants must first create an account, as well as accept the terms of service and end user license agreement. Users who do not sign the terms or license agreement will not be granted access to the tool.

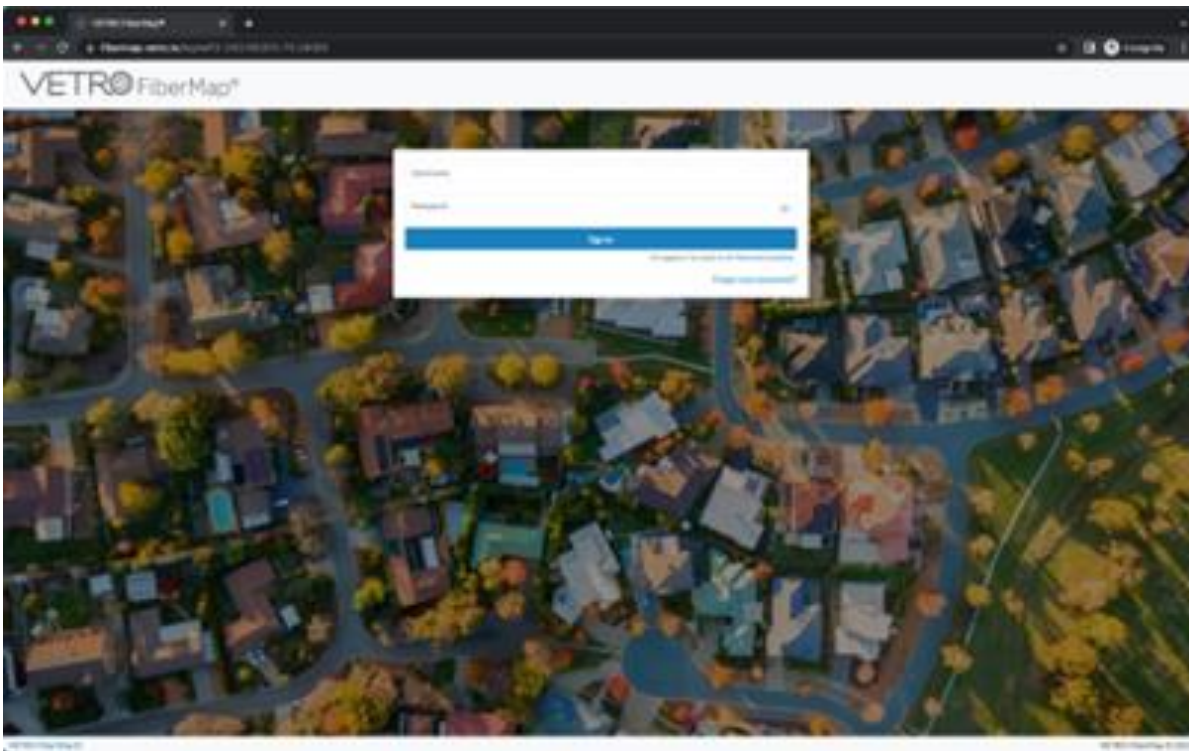
Register at: <https://www.cpuc.ca.gov/ApplicantToolRegister>.

Registrations may take up to three business days to process.

2 Getting Started

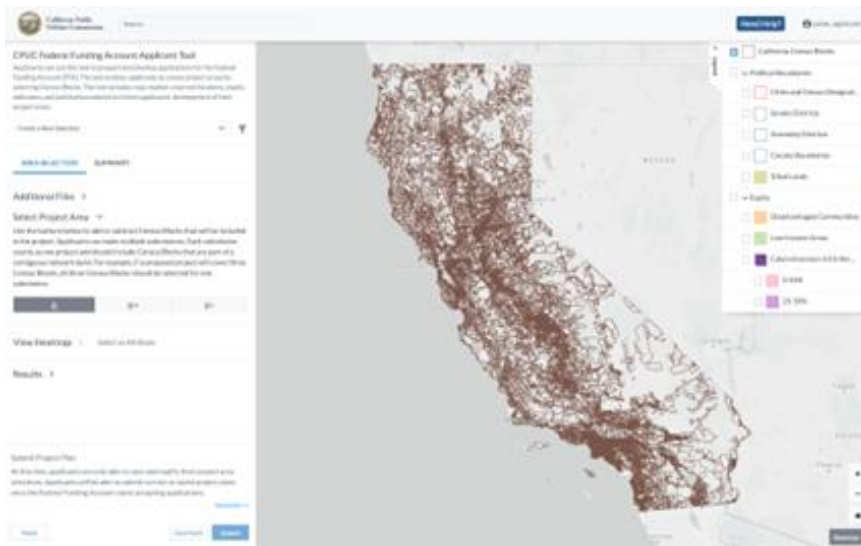
2.1 Signing In

Once your registration has been approved, you will be sent an email to set your password and log into the Applicant Tool at fibermap.vetro.io. Both the username and password are case sensitive on this page.



The Applicant Tool login page

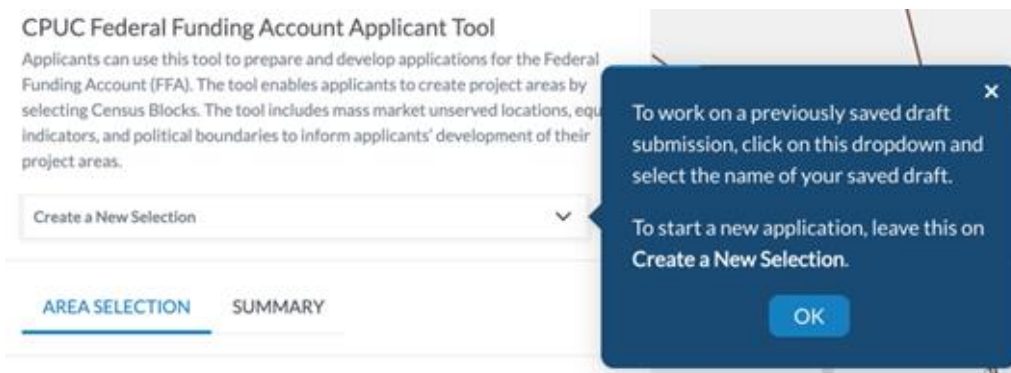
After logging in, you will see a map of California, the Application Tool on the left side of the screen, and the legend on the right side of the screen.



Initial map view, with Applicant Tool on the left and Legend on the right

2.2 Using the “Need Help” button

Click the **Need Help** button at the top right of the screen to access a walkthrough of the basic steps needed to use the Applicant Tool. This button is available and can be accessed as many times as needed. Read along with the tooltips to gain valuable information about using the Applicant Tool.




The walkthrough feature will provide prompts for each step of the process

3 Navigating the Map

3.1 Click and Drag

Move around the map by *clicking-and-dragging* on the map. Zoom in (+) or zoom out (-) using the buttons in the bottom right of the screen. Users are also able to use a mousewheel to zoom in or zoom out.

The **Home** button in the bottom right  will return you to the zoom level that you were at when you first logged in. On your first login, this will be the full view of California.

Click the **Basemap** button in the bottom right to choose from available basemaps. This allows users to change from the default gray basemap to satellite view or to another available basemap. The currently displayed basemap will be outlined in blue.



Basemap selection mode. This selection appears after clicking on the dark gray Basemap button

3.2 Searching with the Search Bar

The "search bar" at the top of the screen can be used to search for a street address, city, or county. Start typing in the search bar for the location that you are looking for. Hit **Enter** on your keyboard to confirm the submission of the search term. The search bar will also provide a dropdown list of suggestions for you to hover over and select from by *clicking* to zoom to the selected address.

3.3 Layer Legend

The Legend contains information about the layers of data presented on the map, including different attributes related to the funding areas identified by the Commission. Each funding area is an individual Census Block, so the California Census Blocks Layer is toggled on by default. Additional information can be added to the map by *clicking* the checkbox next to the Layer name in the Layer Legend. Scroll through the Layer Legend using the scroll bar within the Layer Legend itself.

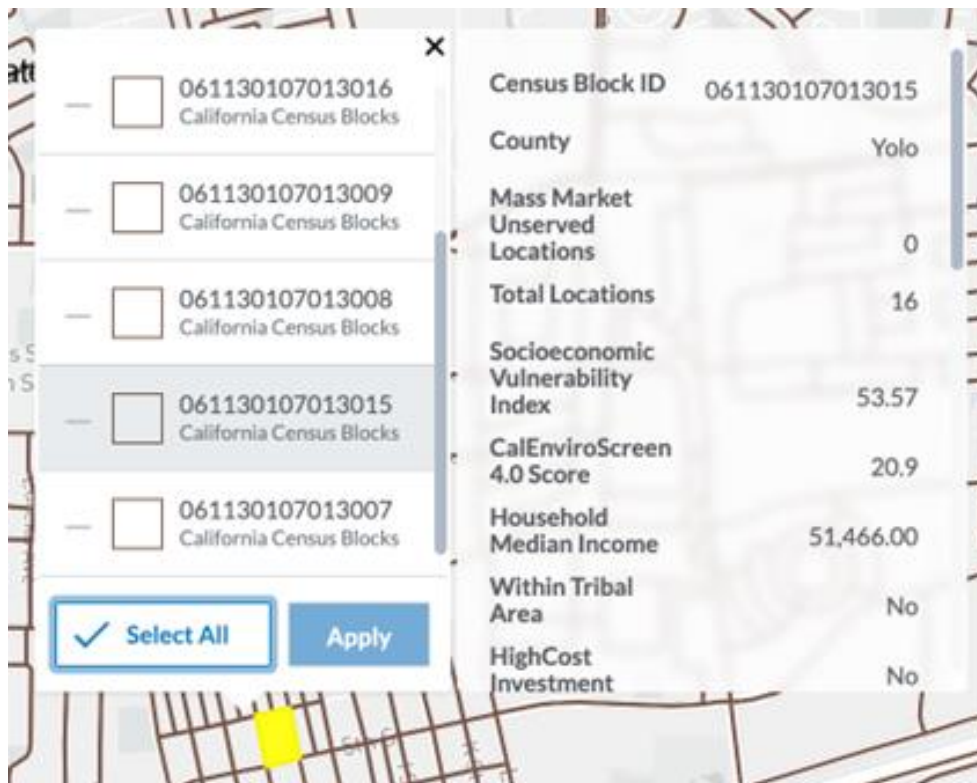
4 Identifying Areas of Interest

4.1 Selecting Individual Census Blocks

Clicking an area of interest within the map will prompt the user to choose between nearby Census Blocks. A multi-selection box will appear, providing a list of nearby Census Blocks.

Hover over that list to view a Census Block on the map highlighted in yellow and specific information about each Census Block.

Click the Census Blocks that you're interested in to add them to a larger analysis. To add all of the Census Blocks in a selection, click the **Select All** button. Once a Census Block has been selected (checked off in the list), the **Apply** button will be clickable. After clicking **Apply**, selected Census Blocks will be added to the results panel on the left of the screen.



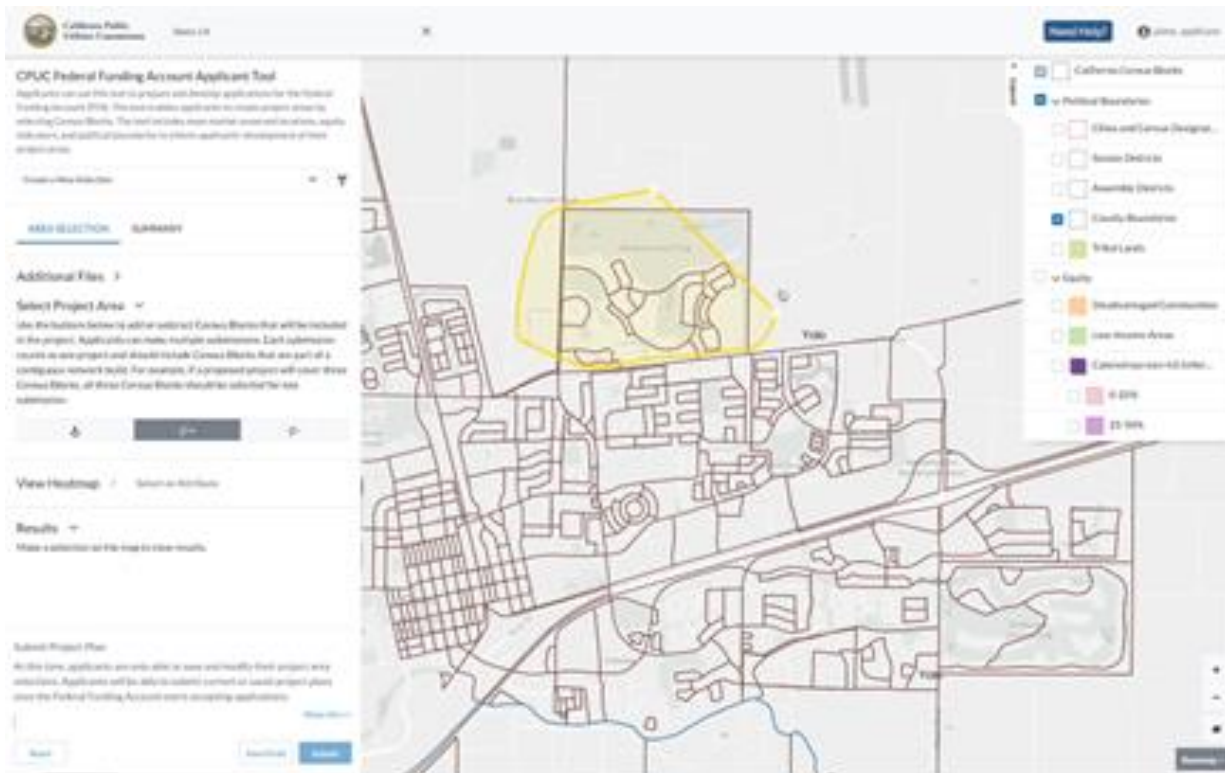
Census blocks multi-selection tool

4.2 Using the Lasso Selector and Subtractor

The lasso selector allows users to select or remove Census Blocks in bulk.

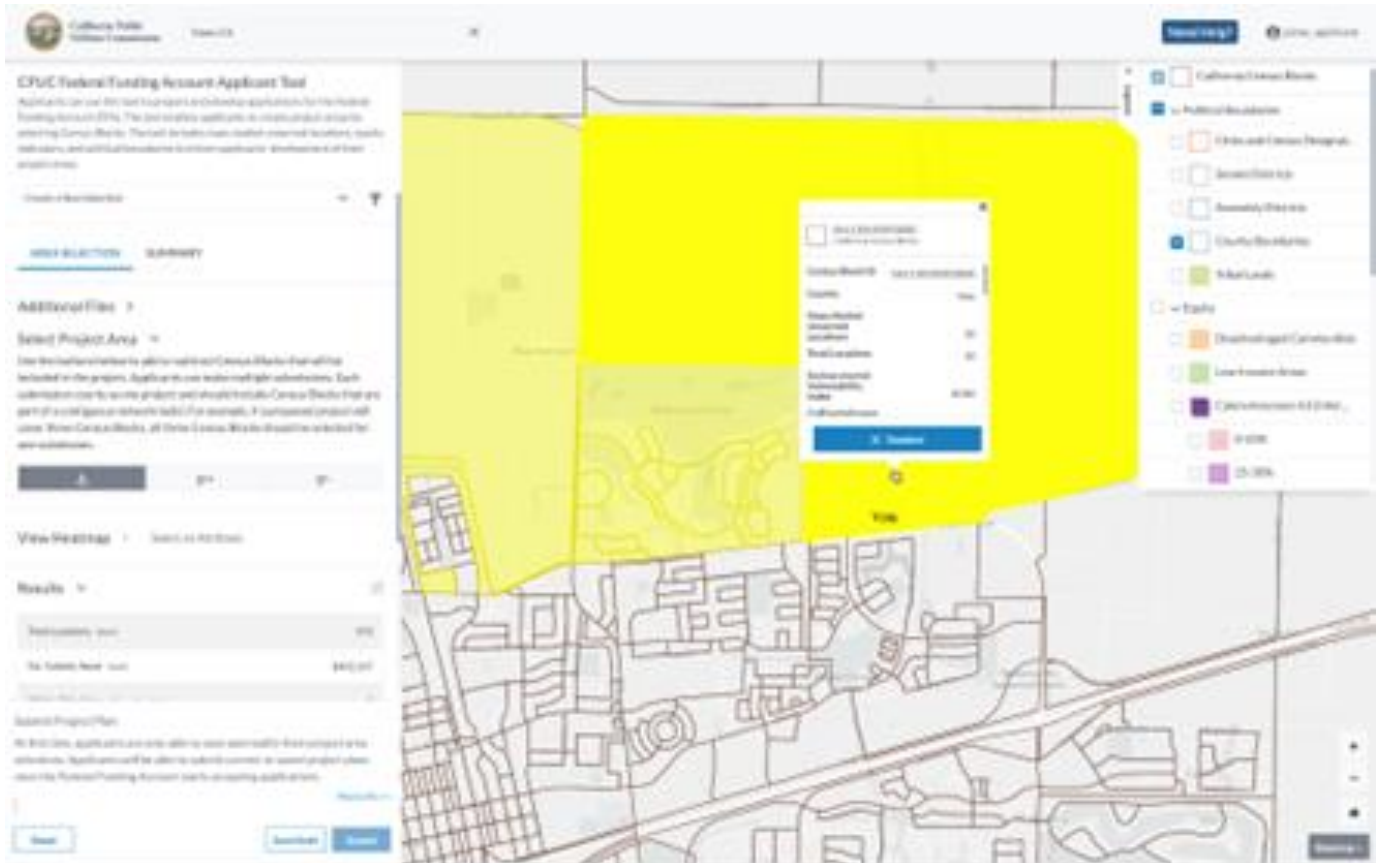


Selection tools bar. Individual selection on the left, lasso selector in the middle, lasso subtractor on the right



Selecting Census Blocks using the lasso selector

To use the lasso selector tool, first *click* the icon in the Applicant Tool panel on the left side of the screen. To draw a lasso, *click-and-drag* a freeform shape on the map around the area of interest. Release the click to finish drawing the lasso.



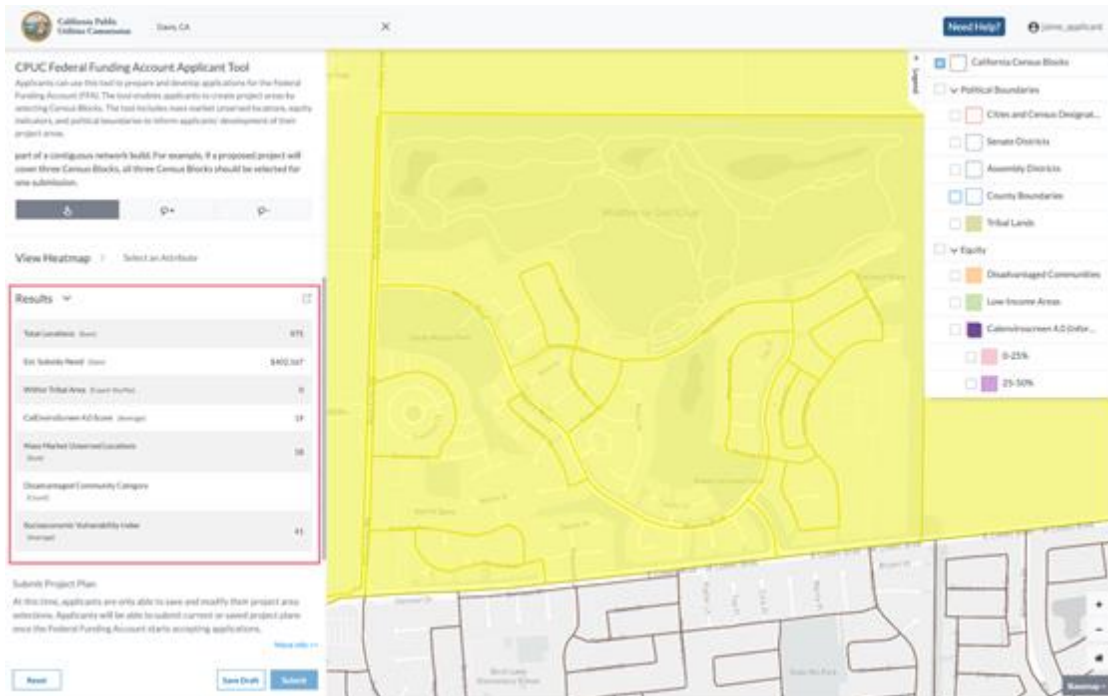
Remove a single Census Block from the selection by clicking the Census Block and choosing **Deselect**

Remove Census Blocks from the selection in bulk by using the lasso subtractor tool. *Click* the lasso subtractor button to activate this tool. *Click-and-drag* a lasso on the map around the Census Blocks that need to be removed from the selection. Release the click to finish drawing the lasso.

5 Analyzing the Results

5.1 Viewing the results summary

After selecting Census Blocks of interest, the Results section of the Applicant Tool panel will display aggregated attribute information for the summarized selection.

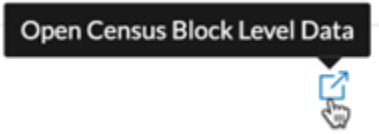


Results summary (outlined in red) listed in the Applicant Tool panel

The results summary section will update as Census Blocks are added or removed from the selection. If this section is not visible on the Applicant Tool panel, *click* on the caret next to Results to expand the summary section.


5.2 Using the Census Block Level Data Review Table

To further refine the selection of Census Blocks, use the review table. To open the Census Block Level Data review table, *click* the icon above the Results section (shown below). Once this table is opened, individual Census Blocks will be listed in rows.

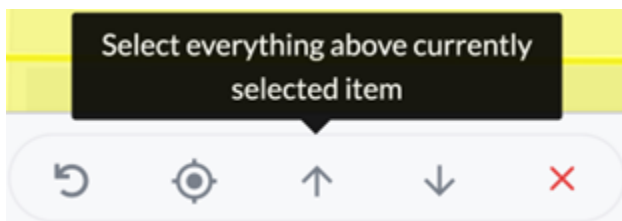


County	Census Block ID	Total Locations	Est. Subsidy Need	Within Subst Area	CalEnviroScreen 4.0 Score	Mass Market Unassisted Locations	Disadvantaged Community Category	Socioeconomic Vulnerability Index
Yes	06101010000004	17	No	No	37	0	41	
Yes	06101010000009	23	No	No	37	0	41	
Yes	06101010000009	21	No	No	37	0	41	
Yes	06101010000009	22	No	No	37	0	41	
Yes	06101010000004	17	No	No	37	0	41	
Yes	06101010000007	25	No	No	37	0	41	
Yes	06101010000400	19	No	No	37	0	41	
Yes	06101010000402	41	No	No	37	0	41	

Selected California Census Blocks Review Table


To view a specific Census Block on the map, *click* its row to highlight its location. Zoom to the selected Census Block by *clicking* the Zoom to button  at the top of the table.

The up or down arrows at the top of the Census Block review table will allow users to select everything above the selected item or select everything below the selected item, respectively.



Select everything above currently selected item button

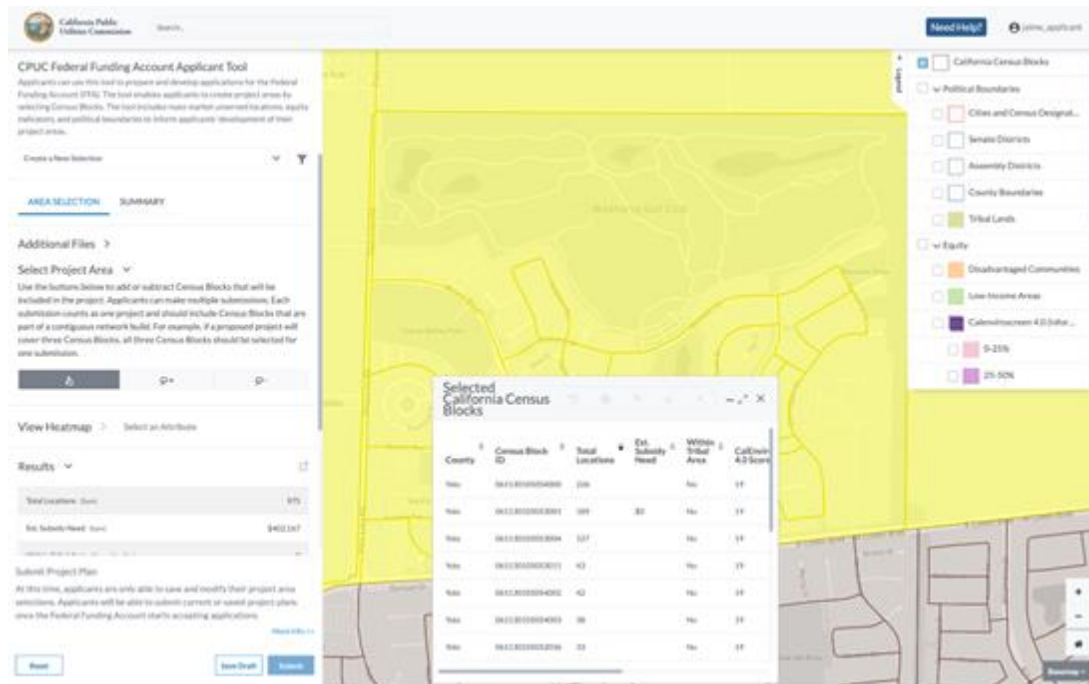
Hold *CTRL* or *COMMAND* to select multiple rows that are not adjacent to one another by *clicking* each row. Hold *Shift* and *click* to select multiple rows in sequence.

Remove selected Census Block(s) from the selection by *clicking* the red **X** button in the Census Blocks Review Table toolbar. Reset map highlighting using the reset button. 

5.3 Adjusting column layout

Sort columns to order the data in an easily readable way by *clicking* on the sort arrows next to the column.

To adjust the table's location, *click-and-drag* the header and move it. Minimize the table by *clicking* the minimize button in the top right of the table. Make the table more compact (or expand it again) by *clicking* the two arrows in the top right of the table. Close the table using the **X** at the top right of the table.



Census Blocks Review table resized and moved to the lower portion of the screen

6 Saving and Submitting a Draft

6.1 Drafts

Applicants may save their drafts and return at a later date to edit or submit their project. To save a draft, *click* **Save Draft** at the bottom of the Applicant Tool panel.

CPUC Federal Funding Account Applicant Tool

Applicants can use this tool to prepare and develop applications for the Federal Funding Account (FFA). The tool enables applicants to create project areas by selecting Census Blocks. The tool includes mass market unserved locations, equity indicators, and political boundaries to inform applicants' development of their project areas.

T

Create a New Selection

ACME ISP May 2023 Draft	Draft
Network Extension Target	New Submission

Additional Files >

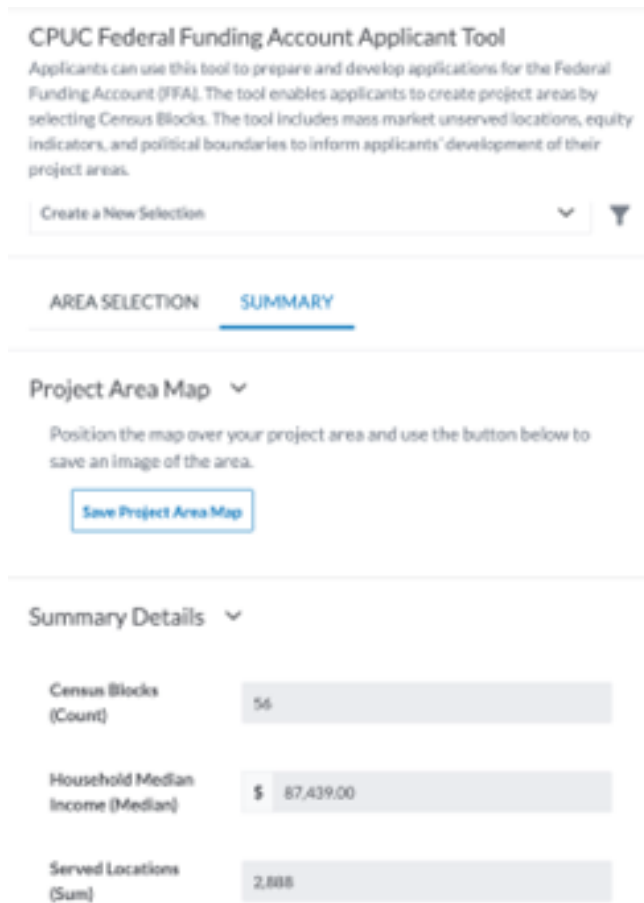
Select Project Area ▾

Use the buttons below to add or subtract Census Blocks that will be included in the project. Applicants can make multiple submissions. Each

Saved submission review list

To reopen a previously saved draft, use the dropdown at the top of the Applicant Tool panel (above). *Click* the dropdown and search for the previous draft name. Previous saved drafts and submissions can be found by typing in the 'Search for Text' box, scrolling through the submission dropdown, or by *clicking* the **Filter** button next to the dropdown and isolating by submission status. The submission status of each draft will be listed on the right side next to each submission name.

Clear selected Census Blocks and start over by *clicking* **Reset** at the bottom left of the Applicant Tool panel.

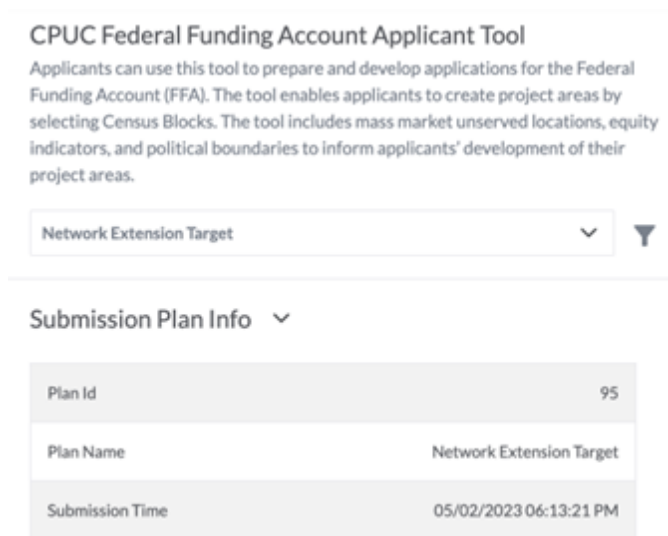


Applicant Tool Summary Section

6.2 Save Project Summary Area

Once edits to a draft are complete and are ready to be submitted, a Project Area Map must be saved. Move your map and zoom out (or in) to view the full area of the selected Census Blocks. In the Applicant Tool panel, *click* **Summary**. On the Summary tab, *click* **Save Project Area Map** to create an image of the project area. If the captured image does not show the full extent of the project area, reposition the map and then use the **Replace Project Area Map** button.

6.3 Create a Plan ID



The Submit button will be activated only while the grant application window is open. At that time, applicants may finalize their project areas by *clicking* the **Submit** button at the bottom of the Applicant Tool panel.

A “Plan ID” will be issued, which you will need to save for entry into the Commission’s Broadband Grant Portal in order to associate the project you just designed with your formal application.

If you need to make changes to your selection, you must create a copy of your submitted plan, add Census Blocks to or remove Census Blocks from your selection, and *click* the **Submit** button. After this, you will be issued a new “Plan ID,” which you

should use to overwrite the previous “Plan ID” that you entered within the Commission’s Broadband Grant Portal.

If you forget to write down your “Plan ID,” you can retrieve it from the **Submission Plan Info** section that appears when you are looking at a submitted plan.

6.4 Next Steps

Your submitted areas will only be saved on the server until you formally apply in the CPUC’s Broadband Grant Portal. In the Portal, you will be prompted to enter the Plan ID that will be provided upon hitting submit in the Applicant Tool. Your Plan ID will be imported into the Broadband Grant Portal, where other supporting documents will also be uploaded.

A link to the Broadband Grant Portal will be available on the [Federal Funding Account webpage](#).