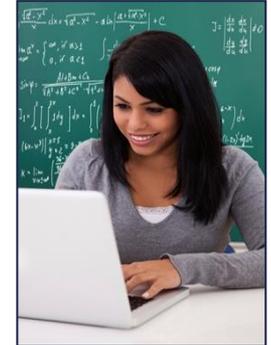




**Broadband  
Program Office**



# New NY Broadband Program

*How to Map Your Service Area*

**A Guide to Identifying & Mapping your Proposed Service Area**

# Using the Application Portal

The New NY Application Portal includes all the data you will need to identify, and create a map of your proposed Service Area, at the Census Block level. This Guide provides step-by-step instructions on how to use the data resources provided by the Broadband Program Office to identify your proposed service area, and create a map of your proposed footprint.

## The Application Portal includes the following data resources:

- Two Filter-able Excels (.xls): *Eligible Unserved Census Block List* and *Eligible Underserved Census Block List*

The *Eligible Unserved Census Block List* is divided as follows:

- **List A – Unserved CBs Containing HUs:** defined as those which contain at least 1 Unserved Housing Unit (Source, US Census 2010)
- **List B - Unserved CBs Containing Zero HUs:** defined as those Census Blocks in Unserved areas which do not include any Housing Units. (If you believe these Census Blocks actually include Unserved Housing Units and/or residents which you would like to include in your Project Area, please see Program Guidelines Section VII for details)

The *Eligible Underserved Census Block List* contains:

- **List C – Underserved Census Blocks:** defined as those Census Blocks in Underserved areas, irrespective of total number of Housing Units

- Shapefile Format (.shp) of the both Unserved and the Underserved Census Blocks
- Google Earth Map-able (.kmz) of the both Unserved and the Underserved Census Blocks

## You Will Need:

- ArcGIS or similar mapping software, or
- Google Earth. Download Google Earth here:  
<http://www.google.com/earth/download/ge/agree.html>

# Filtering The Lists of Eligible Census Blocks

Phase1\_Unserved.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

12

	A	B	C	D	E	F	G
1	US_CensusBlockIDs	HousingUnits	CountyName	REDC_Region			
2	360010148031158	7	Albany	Capital Region			
3	360010148021054	2	Albany	Capital Region			
4	360010148032049	1	Albany	Capital Region			
5	360010148023108	3	Albany	Capital Region			
6	360010148032061	9	Albany	Capital Region			
7	360010148022040	13	Albany	Capital Region			
8	360010148031063	1	Albany	Capital Region			
9	360010148022042	10	Albany	Capital Region			
10	360010148023031	4	Albany	Capital Region			
11	360010148023101	3	Albany	Capital Region			
12	360010148023042	1	Albany	Capital Region			
13	360010148031021	4	Albany	Capital Region			
14	360010148023096	1	Albany	Capital Region			
15	360010148031125	2	Albany	Capital Region			
16	360010148023041	1	Albany	Capital Region			
17	360010148023037	2	Albany	Capital Region			
18	360010148023009	6	Albany	Capital Region			
19	360010148022001	6	Albany	Capital Region			
20	360010148023022	2	Albany	Capital Region			
21	360010148032076	1	Albany	Capital Region			
22	360010148021061	4	Albany	Capital Region			
23	360010148021063	3	Albany	Capital Region			
24	360010148021082	7	Albany	Capital Region			
25	360010148022004	1	Albany	Capital Region			
26	360010148031128	1	Albany	Capital Region			
27	360010148021046	1	Albany	Capital Region			
28	360010148022041	10	Albany	Capital Region			
29	360010148023077	17	Albany	Capital Region			

CBs\_With\_Housing\_Units    CBs\_Without\_Housing\_Units

Ready    130%

**Step 1:** Open the Excel version of either the Unserved or Underserved Census Blocks

# Filtering The Lists of Eligible Census Blocks

The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'Phase1\_Unsaved.xls'. The spreadsheet has four columns: A (US\_CensusBlockIDs), B (HousingUnits), C (CountyName), and D (REDC\_Region). The 'CountyName' column is filtered, showing a list of counties with checkboxes. A red circle highlights the filter box in the 'CountyName' header, and a red arrow points from it to a text box labeled 'Filter Box'.

**Step 2:** Select the Filter you would like to use by clicking the Filter Box in the lower right of the Header

**Filter Box**

US_CensusBlockIDs	HousingUnits	CountyName	REDC_Region
360010148031158		Capital Region	Capital Region
360010148021054		Capital Region	Capital Region
360010148032049		Capital Region	Capital Region
360010148023108		Capital Region	Capital Region
360010148032061		Capital Region	Capital Region
360010148022040		Capital Region	Capital Region
360010148031063		Capital Region	Capital Region
360010148022042		Capital Region	Capital Region
360010148023031		Capital Region	Capital Region
360010148023101		Capital Region	Capital Region
360010148023042		Capital Region	Capital Region
360010148031021		Capital Region	Capital Region
360010148023096		Capital Region	Capital Region
360010148031125		Capital Region	Capital Region
360010148023041		Capital Region	Capital Region
360010148023037		Capital Region	Capital Region
360010148023009		Capital Region	Capital Region
360010148022001	6	Albany	Capital Region
360010148023022	2	Albany	Capital Region
360010148032076	1	Albany	Capital Region
360010148021061	4	Albany	Capital Region
360010148021063	3	Albany	Capital Region
360010148021082	7	Albany	Capital Region
360010148022004	1	Albany	Capital Region
360010148031128	1	Albany	Capital Region
360010148021046	1	Albany	Capital Region
360010148022041	10	Albany	Capital Region
360010148023077	17	Albany	Capital Region

# Filtering The Lists of Eligible Census Blocks

The screenshot shows an Excel spreadsheet with the following data:

US_CensusBlockIDs	HousingUnits	CountyName	REDC_Region
360010148031158			Capital Region
360010148021054			Capital Region
360010148032049			Capital Region
360010148023108			Capital Region
360010148032061			Capital Region
360010148022040			Capital Region
360010148031063			Capital Region
360010148022042			Capital Region
360010148023031			Capital Region
360010148023101			Capital Region
360010148023042			Capital Region
360010148031021			Capital Region
360010148023096			Capital Region
360010148031125			Capital Region
360010148023041			Capital Region
360010148023037			Capital Region
360010148023009			Capital Region
360010148022001			Capital Region
360010148023022			Capital Region
360010148032076	1	Albany	Capital Region
360010148021061	4	Albany	Capital Region
360010148021063	3	Albany	Capital Region
360010148021082	7	Albany	Capital Region
360010148022004	1	Albany	Capital Region
360010148031128	1	Albany	Capital Region
360010148021046	1	Albany	Capital Region
360010148022041	10	Albany	Capital Region
360010148023077	17	Albany	Capital Region

The filter dropdown for 'CountyName' is open, showing options like 'Sort A to Z', 'Sort Z to A', and a list of counties. The '(Select All)' option is circled in red.

**Step 3: Click the 'Select All' box to uncheck all entries**

# Filtering The Lists of Eligible Census Blocks

The screenshot shows an Excel spreadsheet with the following data:

US_CensusBlockIDs	HousingUnits	CountyName	REDC_Region
360010148031158			Capital Region
360010148021054			Capital Region
360010148032049			Capital Region
360010148023108			Capital Region
360010148032061			Capital Region
360010148022040			Capital Region
360010148031063			Capital Region
360010148022042			Capital Region
360010148023031			Capital Region
360010148023101			Capital Region
360010148023042			Capital Region
360010148031021			Capital Region
360010148023096			Capital Region
360010148031125			Capital Region
360010148023041			Capital Region
360010148023037			Capital Region
360010148023009			Capital Region
360010148022001			Capital Region
360010148023022			Capital Region
360010148032076			Capital Region
360010148021061	4	Albany	Capital Region
360010148021063	3	Albany	Capital Region
360010148021082	7	Albany	Capital Region
360010148022004	1	Albany	Capital Region
360010148031128	1	Albany	Capital Region
360010148021046	1	Albany	Capital Region
360010148022041	10	Albany	Capital Region
360010148023077	17	Albany	Capital Region

The 'CountyName' column filter dialog is open, showing a list of counties with checkboxes. The following counties are checked:

- (Select All)
- Albany
- Allegany
- Bronx
- Broome
- Cattaraugus
- Cayuga
- Chautauqua
- Chemung
- Chenango

**Step 4: Select the geographies you wish to search. Click 'OK'**

# Filtering The Lists of Eligible Census Blocks

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	US_CensusBlockIDs	HousingUnits	CountyName	REDC_Region			
2	360010148031158	7	Albany	Capital Region			
3	360010148021054	2	Albany	Capital Region			
4	360010148032049	1	Albany	Capital Region			
5	360010148023108	3	Albany	Capital Region			
6	360010148032061	9	Albany	Capital Region			
7	360010148022040	13	Albany	Capital Region			
8	360010148031063	1	Albany	Capital Region			
9	360010148022042	10	Albany	Capital Region			
10	360010148023031	4	Albany	Capital Region			
11	360010148023101	3	Albany	Capital Region			
12	360010148023042	1	Albany	Capital Region			
13	360010148031021	4	Albany	Capital Region			
14	360010148023096	1	Albany	Capital Region			
15	360010148031125	2	Albany	Capital Region			
16	360010148023041	1	Albany	Capital Region			
17	360010148023037	2	Albany	Capital Region			
18	360010148023009	6	Albany	Capital Region			
19	360010148022001	6	Albany	Capital Region			
20	360010148023022	2	Albany	Capital Region			
21	360010148032076	1	Albany	Capital Region			
22	360010148021061	4	Albany	Capital Region			
23	360010148021063	3	Albany	Capital Region			
24	360010148021082	7	Albany	Capital Region			
25	360010148022004	1	Albany	Capital Region			
26	360010148031128	1	Albany	Capital Region			
27	360010148021046	1	Albany	Capital Region			
28	360010148022041	10	Albany	Capital Region			
29	360010148023077	17	Albany	Capital Region			

A red box highlights the text: "Your new list will automatically populate".

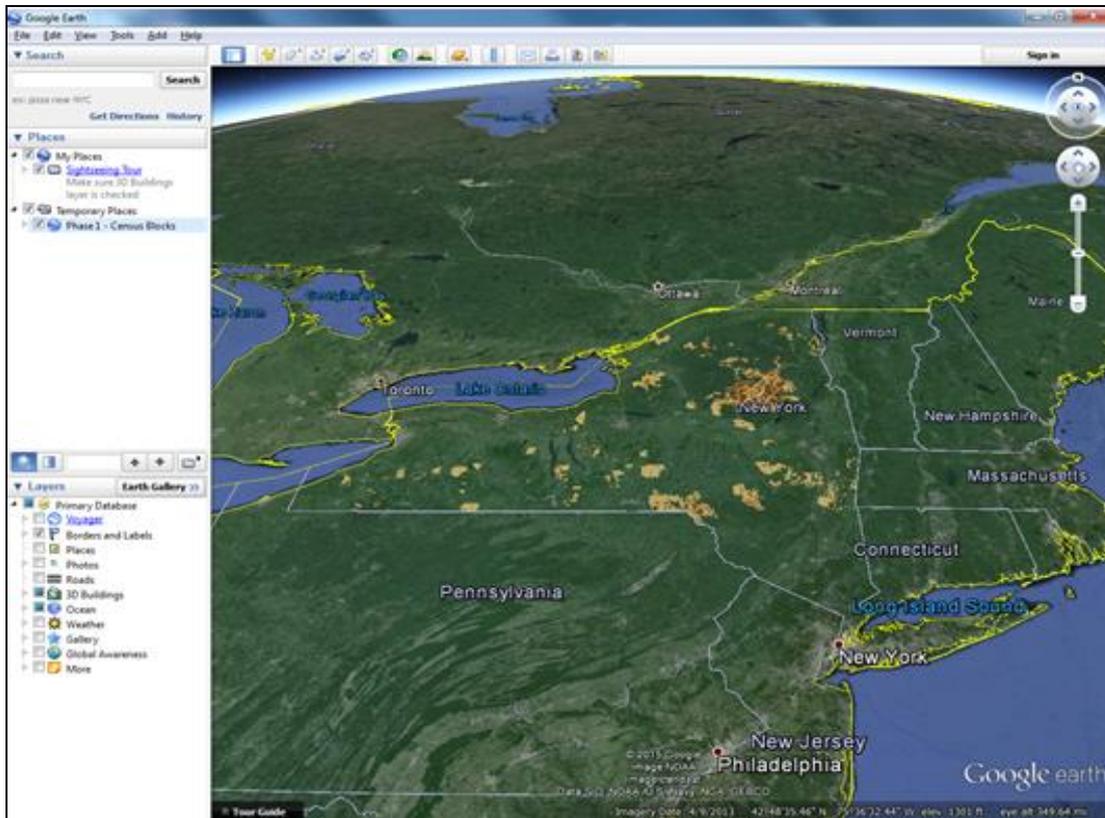
# Using Google Earth to Map Your Project Area

The *Google Earth Map-able Format (.kmz)* for both the Unserved and Underserved are posted on the BPO's website. These files are used to display geographic data in Google Earth. Below are steps to help you open and view the data in Google Earth:

## Opening Data in Google Earth

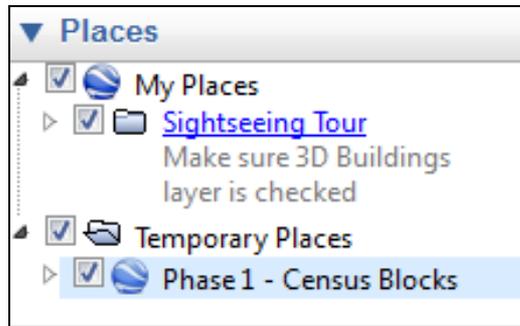
**Step 1:** Save either the Unserved or Underserved .kmz file on your computer, or any convenient location

**Step 2:** Double click the saved file to open it in Google Earth. The data may take a moment to open and display but it should look similar to this:

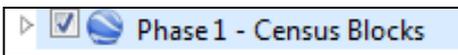


# Using Google Earth to Map Your Project Area

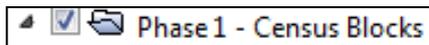
Step 3: The “Phase 1 - Census Blocks” layer is listed on the left in the “Places” section



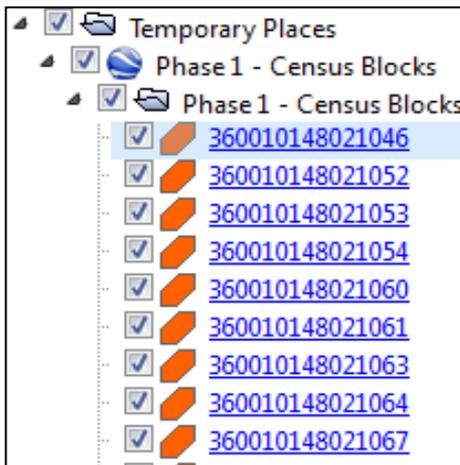
Step 4: To expand the list of Census Blocks, double click the ‘Phase 1 - Census Blocks’ button



Step 5: Double click the ‘Phase 1 - Census Block’ file, which appears underneath



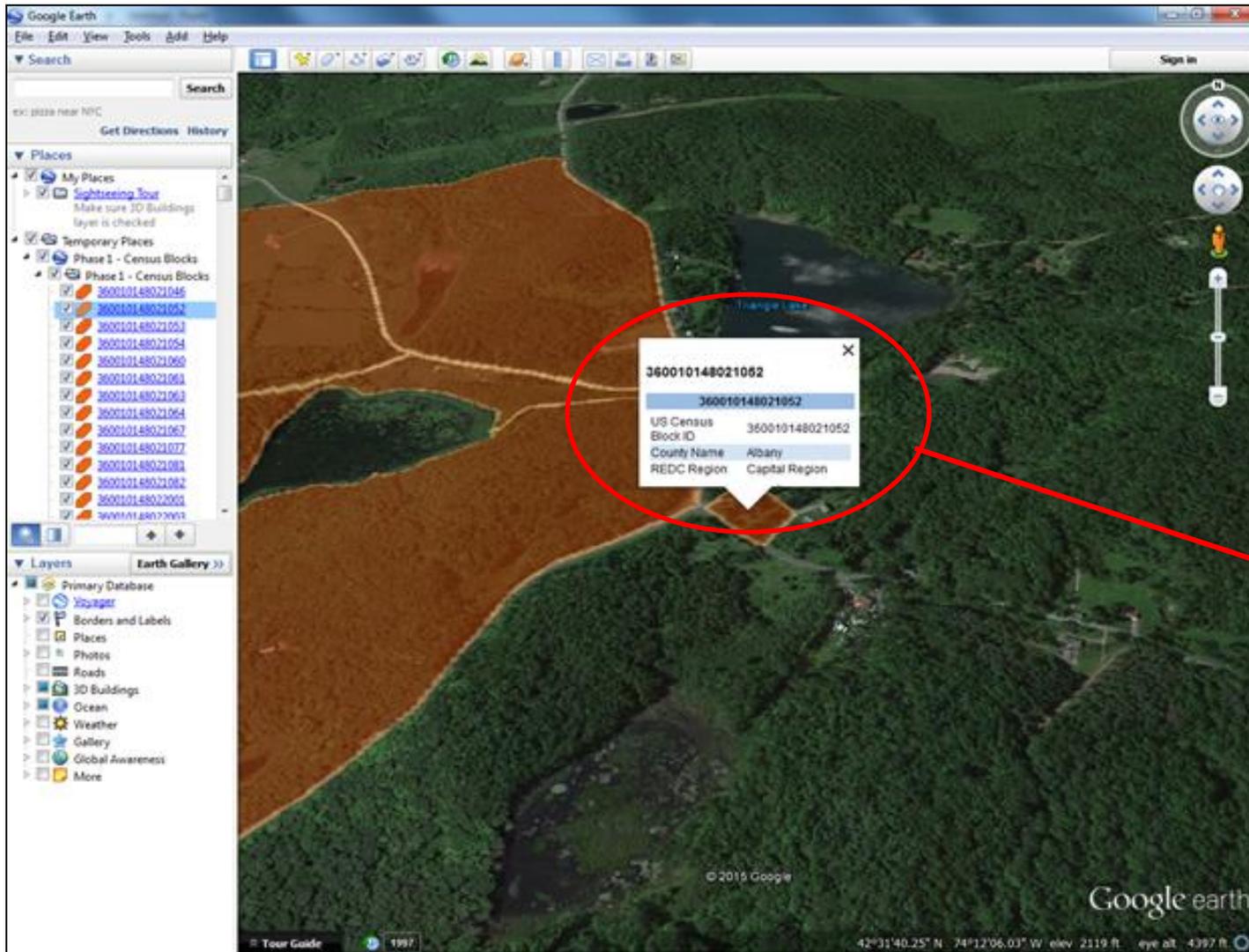
Your screen should look similar to this:



# Using Google Earth to Map Your Project Area

Step 6: To zoom to a Census Block from the list made visible in Step 5, simply double click on any of the 15-digit Census Block numbers appearing in the list.

An information Call Out box will appear, which includes U.S. Census ID, County Name, and REDC Region.



Call out Box with Census Block detail

# Using Google Earth to Map Your Project Area

Step 7: To navigate the map, use the tools provided on the right-hand side of the map display. These tools allow you to move around the map



Step 8: The information Call Out box can be opened for any Census Block by left clicking on it

*For additional information on using Google Earth, please visit:*

[https://support.google.com/earth/?page=guide\\_toc.cs#topic=4363013](https://support.google.com/earth/?page=guide_toc.cs#topic=4363013)