

Exhibit J - Iowa Grants Application Instruction Guidance (NOFA #003)

The following instructions are designed to provide applicants with step-by-step guidance concerning the submission of applications to the Iowa Grants System. All applications must be submitted through the Iowa Grants System to be considered timely and valid as part of the broadband grants review process. Questions concerning the submission of applications may be submitted to ociogrants@iowa.gov.

- 1) Go to <http://www.iowagrants.gov/>. If you do not already have an account, click “New Users Register Here”. If you already have an account, continue with Step 12 below.

https://www.iowagrants.gov/index.do

Apps Support Dashboard... The New York Tim... Hootsuite Slashdot (16) Ars Technica Government Tech... Welcome! | LinkedIn

lowa iowaGrants.gov

Help System Compatibility

Log In

Welcome to IowaGrants.gov

Iowa's Funding Opportunity Search and Grant Management System

FUNDING OPPORTUNITIES OFFERED BY IOWA STATE AGENCIES

[Grant Opportunities](#)
[Loan Opportunities](#)
[Bids/Purchases](#)
[Licenses/Permits](#)

You do not need to register for Search access.

ELECTRONIC GRANT MANAGEMENT SYSTEM

Iowa Grants.gov allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for the purposes required to register.

[Returning Users Sign In Here](#)

[New Users Register Here](#)
(Registration Instructions)

- 2) Fill in First Name and Last Name. Press “Register”.

DOM Electronic Grant Management System

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:

Last Name:

[Register](#)

[Help](#)

[What is A&A?](#)
[Report Issue to State Service Desk](#)

Possibly have an account already?
Click here for a listing of all A&A enabled applications.
If you created an account for any of these applications you don't need to create a new account.

3) Choose Account ID and enter an email address. Press “Save Account Details”

Create Account

DOM Electronic Grant Management System

Account Id: mattbehrens@IOWAID

First Name: Matt

Last Name: Behrens

Email: matt@mbnetworks.com

Confirm Email: matt@mbnetworks.com

Save Account Details Cancel Help

Please note: This will be your user name for the Grants Management System

4) Press OK.

entaa.iowa.gov says

You are about to register for a new account using the Account Id located at the top of the form.

All spaces and most special characters will be stripped from your Account Id.

If you need more help press the Cancel button to close this window and then click the Help button.

Do you want to continue with your registration?

Cancel OK

5) You will see the following screen. An email will be sent to you at the email address you provided.

Registration Confirmation

DOM Electronic Grant Management System

An email has been sent to the email address you provided.
It will contain your Account Id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

6) The email you receive will look similar to the one below. Follow the instructions in the email to activate your account.

Account Activation Process:

Step 1. Click the following link. <https://entaa.iowa.gov/entaa/sso?regToken=d1b858ce8adcb309ff16a085e540d5bd> (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)

Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)

Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)

Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

Help Section:

Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following to determine the account state.

Click the following link. https://entaa.iowa.gov/entaa/sso?appId=DOM_GMS&callingApp=https://www.iowagrants.gov/login.do&tab=forgotid

Enter your email address and then press the "Retrieve A&A Id" button.

*If you get the message "Sorry, could not find your account..." and you are sure you entered your email correctly then your account did not get created and you will need to press the "Create An Account" tab and start the registration process over.

*If you get the message "We have sent an email reminder to (YourEmail.Address@Domain) with your Account Id." then your account was created and you need to go back to your email and check for a new message from this system.

Thanks!

State of Iowa

This is a system generated email, do not reply or direct emails to this email address.

7) Fill out the Challenge Questions.

Identity Baseline

DOM Electronic Grant Management System

Identity Baseline for **MATTBEHRENS@IOWAID**

On this page, you must create your *Identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

-- Select Question --

Answer 1:

Confirm:

Question 2:

-- Select Question --

Answer 2:

Confirm:

[\(Create your own questions\)](#)


8) Enter your password and confirm it and press “Save New Password”

Set New Password

You must change your password.

The screenshot shows a blue-themed web interface for the 'DOM Electronic Grant Management System'. The main heading is 'DOM Electronic Grant Management System' in large, bold, black text. Below this, it says 'Password Change for MATTBEHRENS@IOWAID'. There are two input fields: 'Enter new password:' and 'Confirm new password:'. At the bottom, there are three buttons: a green 'Save New Password' button, a white 'Cancel' button, and a dashed 'Help' button.

9) Enter your organization information into the corresponding fields. It is important to choose “Broadband Grant Program - Empower Rural Iowa” as your “Program Area of Interest. Press “Register” to continue.


Register

[Register](#)

Organization Information

Legal Name of Organization* MB Networks

Organization Type:* For-Profit – Privately Held

Website mbnetworks.com

DUNS: 55-555-5555
##-###-####

Address: 1305 East Walnut St

1305 East Walnut St

Des Moines Iowa 50319
City State/Province Postal Code/Zip

Phone* 123-456-7890

Fax

Personal Information

Your Name* Matt Behrens

First Name Middle Name Last Name

Title:

Email* matt@mbnetworks.com

Confirm Email* matt@mbnetworks.com

Address* 1305 East Walnut St

1305 East Walnut St

* Des Moines Iowa 50319
City State/Province Postal Code/Zip

Phone* 123-456-7890

Phone Ext.

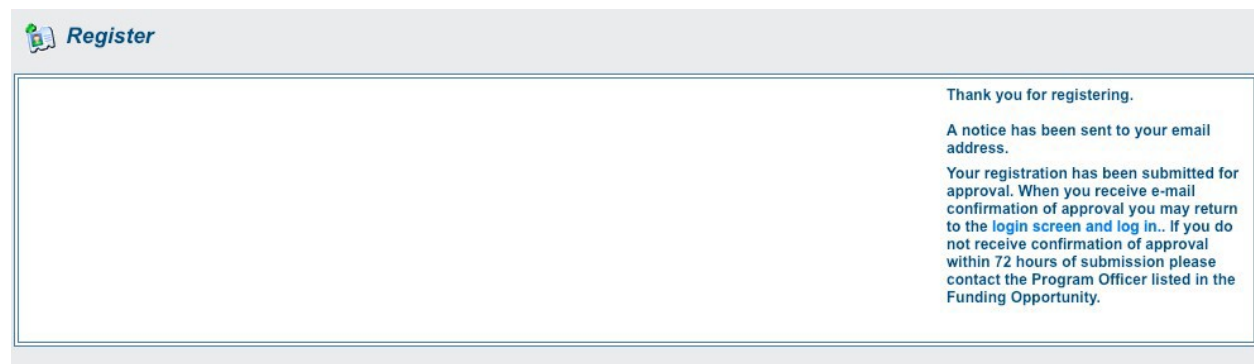
Fax

Please choose the Program Area you are most likely to apply for or the one you are currently associated with. Your selection helps us in approving your registration. It will not limit your ability to respond to opportunities in other Program Areas. **There is no need to register more than once.**

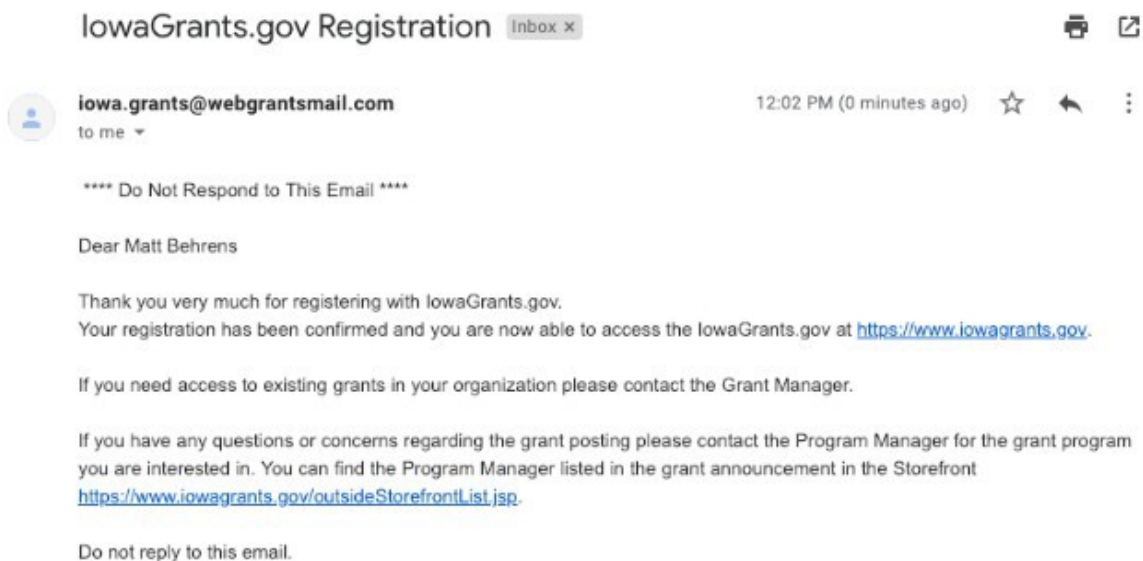
Program Area of Interest* Broadband Grant Program - Empower Rural Iowa

[Register](#)

10) You will see the following screen. An email will be sent to you confirming your registration.



11) An OCIO Grants Administrator will need to approve your account. The normal turnaround time for this is 2 business days. When this approval is granted, you will receive a confirmation email. Follow the link in the email -- or go to <http://www.iowagrants.gov> -- to log in to your account to begin applying for a grant.



12) Once your account has been approved, return to the Iowa Grants System and click "Returning Users Sign In Here" to begin the application process.



13) Log in with the username and password you created above.

The screenshot shows the login interface for the DOM Electronic Grant Management System. The title "DOM Electronic Grant Management System" is displayed in large, bold, black text on a blue background. Below the title, a prompt reads "Enter your Account Id and Password and press sign in to continue." There are two input fields: "Account ID:" with the value "mattbehrens@iowaid" and "Password:" with masked characters ".....". To the right of the input fields is a green "Sign In" button. Below the "Sign In" button are two dashed-line buttons: "Account Details" and "Help". At the bottom, there are links for "What is A&A?" and "Report Issue to State Service Desk".

14) Click on "Funding Opportunities."

The screenshot shows the main menu of the system. At the top, there is a navigation bar with icons for "Menu", "Help", and "Log Out" on the left, and "Back", "Print", "Add", "Delete", "Edit", and "Save" on the right. Below the navigation bar is a "Welcome" message. The main menu area contains a list of options: "Instructions", "My Profile", "Funding Opportunities", "My Applications", and "My Grants". The "Funding Opportunities" option is circled in red. To the right of this list is a "My Inventory" option.

15) Search for the link: “Broadband Grant Program - Empower Rural Iowa FY20 -NOFA #003.” Click on that link.

Funding Opportunities

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.
Click on the column headers to sort list of Opportunities.

ID	Agency	Program Area	Opportunity Title	Pre-Application Deadline	Application Deadline
365549	Office of the Chief Information Officer	Broadband Grant Program - Empower Rural Iowa	Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)	Pre-Application Deadline not Applicable	08/02/2020
32800	Economic Development Authority	CDBG	CDBG Housing Sustainability	Pre-Application Deadline not Applicable	Final Application Deadline not Applicable
32824	Economic Development Authority	CDBG	CDBG Community Facilities & Services	Pre-Application Deadline not Applicable	Final Application Deadline not Applicable

16) A description of the grant program will appear. Please read, and then click “Start a New Application” to the upper right of the page.

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
365577	Jessica Test 1	Editing

Opportunity Details [Copy Existing Application](#) [Start a New Application](#)

-365549-Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Broadband Grant Program - Empower Rural Iowa
Application Deadline: 08/02/2020 5:00 PM

Award Amount Range:	\$0.00 - \$50,000,000.00	Program Officer:	Jessica Turba
Project Start Date:	03/01/2020	Phone:	515-321-6404 x
Project End Date:	07/01/2021	Email:	jessica.turba2@iowa.gov
Award Announcement Date:	08/07/2020	Categorical Area:	Disaster Assistance, Education , IT/Telecommunications
Eligible Applicant:	Communications Service Providers as defined by Iowa Code chapter 8B		

Description

17) You will be asked to list your name, a project title, and the organization with whom the grant will be associated. The Organization selected here, will be the Organization required to submit requests for reimbursement as part of the Grant Reimbursement Request Process. Click “Save” when complete.

NOTE: If you are submitting a Grant Application on behalf of a subsidiary and that firm’s name does not appear in the list of Organizations on this screen, contact ociogrants@iowa.gov and a staff member will provide additional assistance.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Application

General Information
 This page must be completed and saved before proceeding with the rest of the application process

Registered Applicant:* Jessica Turba

Project Title:
 (limited to 100 characters)*

Organization:* Office of the Chief Information Officer

[Return to top to save](#)

18) A new screen showing your Project Title will now appear. Click “Go To Application Forms” if the details under “General Information” are correct.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

Application: 365918 - Jessica Test 2

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Instructions
 To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

General Information

System ID: 365918

Project Title: Jessica Test 2

Registered Applicant: Jessica Turba


Additional Contacts:

Organization: Office of the Chief Information Officer

[Go to Application Forms](#)

Last Edited By: Jessica Turba, 07/16/2020

19) A list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Details about each of these Application Forms is available in Section 2.1 of Exhibit A - Notice of Funds Availability (NOFA #3).

 Menu |
  Help |
  Log Out

 Back |
  Print |
  Add |
  Delete |
  Edit |
  Save

 **Application**

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms	Complete?	Preview Submit
Form Name		Last Edited
General Information	✓	07/14/2020
Cover Sheet-General Information		
Business Organization NOFA #003		
Executive Project Summary NOFA #003		
Demonstrated Experience NOFA #003		
Minority Impact Statement		
Central Forms NOFA #003		
Budget_NOFA #3		
Project Area Map		
W9 TIN Certification		

The General Information Form was completed in Step 17. Click on the Cover Sheet-General Information Link to proceed to the next form

20) Enter the Authorized Official information requested on the Form. This can be the same person as the individual who created the Iowa Grants account or another person. The Authorized Official (also called Authorized Contact in the NOFA) is the person who is authorized to respond to inquiries and make binding decisions on behalf of and for an Applicant regarding an Application or Grant Agreement. You will also be required to list the name, title, organization, address, telephone number and email address of the Authorized Official under the Cover Sheet-General Information tab.

All fields marked with a red asterisk (*) are required fields.

Menu |
 Help |
 Log Out

 Back |
 Print |
 Add |
 Delete |
 Edit |
 Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa
Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)
Application Deadline: 08/02/2020 5:00 PM
Requested Total: \$0.00

Instructions

"The information on this form is collected for the Iowa Department of Management to ensure consistent basic data collection from all grant applications."

Cover Sheet-General Information

Authorized Official

Name*
Title*
Organization*
If you are an individual, please provide your First and Last Name.
Address*

City/State/Zip*
City State Zip
Telephone Number*
E-Mail*

21) You must also provide the name of a Fiscal Officer for your firm. The Fiscal Officer is the individual who is responsible for submitting grant claims in the system on behalf of your firm. This can be the same person as the Authorized Official or someone different. You will also be required to list the name, title, organization, address, telephone number, and email address for the Fiscal Officer as shown below.

Fiscal Officer/Agent
 Please enter the "Fiscal Officer" for your Organization.
 If you are an individual, please provide your First and Last Name.

Name* Bryan Dreiling
 Title Fiscal Officer
 Organization MB Networks, Inc.
 Address 1305 East Walnut St.
 City/State/Zip Des Moines Iowa 50319
 Telephone Number 234-567-8901
 E-Mail BryanDreiling@mbnetworks.com

22) You will be required to list all counties, federal congressional districts, Iowa Senate districts, and Iowa House districts affected by your project. Click the District Map Links provided if you need assistance locating the affected districts. Click "Save" at the top of "Cover Sheet-General Information" page to proceed.

E-Mail

County(ies) Participating, Involved, or Affected by this Proposal*
 Statewide
 Adair County
 Adams County
 Allamakee County
 Appanoose County
 Please press Ctrl + Click to select multiple items

Congressional District(s) Involved or Affected by this Proposal*
 Statewide
 1st - Rep. Abby Finkenauer (D)
 2nd - Rep David Loeb sack (D)
 3rd - Rep Cindy Axne (D)
 4th - Rep Steve King (R)
 Congressional Map Please press Ctrl + Click to select multiple items

Iowa Senate District(s) Involved or Affected by this Proposal*
 Statewide
 1
 2
 3
 4
 District Map Please press Ctrl + Click to select multiple items

Iowa House District(s) Involved or Affected by this Proposal*
 Statewide
 1
 2
 3
 4
 District Map Please press Ctrl + Click to select multiple items

23) A new screen showing your Cover-Sheet General Information now appears. If the information is correct, click “Mark As Complete” to continue if the details under Cover Sheet-General Information are correct. If you find an error, click “Edit” at the top of the page and return to step 20.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

"The information on this form is collected for the Iowa Department of Management to ensure consistent basic data collection from all grant applications."

Cover Sheet-General Information [Mark as Complete](#) | [Go to Application Forms](#)

Authorized Official

Name* Jessica

Title* Special Projects Administrator

Organization* OCIO
If you are an individual, please provide your First and Last Name.

Address* 200 East Grand Ave

City/State/Zip* Des Moines Iowa Zip
City State

Telephone Number* 515-321-6404

24) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Business Organization - NOFA #003” link to proceed to the next form.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms		Preview Submit
Form Name	Complete?	Last Edited
General Information	✓	07/14/2020
Cover Sheet General Information	✓	07/14/2020
Business Organization NOFA #003		
Executive Project Summary NOFA #003		
Demonstrated Experience NOFA #003		
Minority Impact Statement		
Central Forms NOFA #003		
Budget_NOFA #3		
Project Area Map		
W9 TIN Certification		

25) The Business Organization - NOFA #003 form is showing. If the form allows information to be entered, proceed to Step 26. Click on the “Edit” button to enter information.

Menu | Help | Log Out Back | Print | Add | Delete | **Edit** | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Business Organization - NOFA #003 Mark as Complete | Go to Application Forms

This section requires an Applicant to provide the following general background information:

Business Legal Name*

Mailing Address

Street *

City*

State*

Zip*

Alternate Mailing Address (used for warrants and/or payments)

Alternate Street

Alternate City

Alternate State

Alternate Zip

26) Enter the required information concerning the Applicant under the Applicant Business Information Screen. For non-business entities, enter your organization name under Business Legal Name. Upload a Microsoft Word file containing the Additional Information required at the bottom of the screen using the “Browse...” box provided. Click “Save” at the top of the page when finished.

Business Organization - NOFA #003
 This section requires an Applicant to provide the following general background information:

Business Legal Name*

Mailing Address

Street *

City*

State*

Zip*

Alternate Mailing Address (used for warrants and/or payments)

Alternate Street

Alternate City

Alternate State

Alternate Zip

Additional Information
 This section requires an Applicant to include information about Applicant's business structure, history, and table of organization. Please refer to NOFA Section 2.2.2 for a list of information to be provided here.

*

Is the Applicant a Communications Service Provider as defined by Iowa Code chapter 8B, including but not limited to private sector carriers, local governments, utilities, and other entities that provide or intend to provide Broadband service.

Communication Service Provider* Yes No

27) Verify the information submitted under Applicant Business Information is correct and click “Mark As Complete.” If you find an error, click “Edit” at the top of the page and return to step 26.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Business Organization - NOFA #003 [Mark as Complete](#) | [Go to Application Forms](#)

This section requires an Applicant to provide the following general background information:

Business Legal Name*

Mailing Address

Street *

City*

State*

Zip*

Alternate Mailing Address (used for warrants and/or payments)

Alternate Street

Alternate City

Alternate State

Alternate Zip

28) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Executive Project Summary NOFA #003” link to proceed to the next form.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms Preview | Submit

Form Name	Complete?	Last Edited
General Information	✓	07/14/2020
Cover Sheet-General Information	✓	07/14/2020
Business Organization NOFA #003		
Executive Project Summary NOFA #003		
Demonstrated Experience NOFA #003		
Minority Impact Statement		
Central Forms NOFA #003		
Budget_NOFA #3		
Project Area Map		
WS TIN Certification		

29) The Executive Project Summary - NOFA #003 form is showing. If the form allows information to be edited, proceed to Step 30. Click on the “Edit” button to enter information.

Menu | Help | Log Out Back | Print | Add | Delete | **Edit** | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Executive Project Summary NOFA #003 Mark as Complete | Go to Application Forms

This section requires an Applicant to summarize, at a high level, its proposed Project, including but not limited to the geographic area in which the Project will occur, the primary deployment model (e.g., wireline versus wireless), and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of this NOFA #3. Please explain why CARES Act funds are necessary for the Project to proceed and how the Project will or will not proceed if the requested funds are not ultimately Awarded. Finally, please explain the current status of the Project, including the phase it is in, such as pre-planning, planning, or that building has commenced.

Executive Project Summary*

The section requires Applicant to affirm whether or not CARES Act funds are necessary for the Project to proceed.

Are CARES Act Funds necessary for the Project to proceed?*

This section requires an Applicant to describe how the Project will or will not proceed if CARES Act funds requested are not ultimately awarded.

Describe how the Project will or will not proceed if CARES Act funds requested are not ultimately awarded.*

This section requires an Applicant to provide an estimated project completion date.

Estimated Project Completion Date*

This section requires the Applicant to explain the current status of the Project, including the phase it is in, such as pre-planning, planning, or that building has commenced.

Project Status*

30) Upload a Microsoft Word document containing your Executive Project Summary using the “Browse...or Choose File” box provided. Additionally, answer all the other questions below. Click “Save” at the top of the page when complete.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA#003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Executive Project Summary NOFA #003

This section requires an Applicant to summarize, at a high level, its proposed Project, including but not limited to the geographic area in which the Project will occur, the primary deployment model (e.g., wireline versus wireless), and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of this NOFA #3. Please explain why CARES Act funds are necessary for the Project to proceed and how the Project will or will not proceed if the requested funds are not ultimately Awarded. Finally, please explain the current status of the Project, including the phase it is in, such as pre-planning, planning, or that building has commenced.

Executive Project Summary* **Browse...**

The section requires Applicant to affirm whether or not CARES Act funds are necessary for the Project to proceed.

Are CARES Act Funds necessary for the Project to proceed?* Yes No

This section requires an Applicant to describe how the Project will or will not proceed if CARES Act funds requested are not ultimately awarded.

Describe how the Project will or will not proceed if CARES Act funds requested are not ultimately awarded.*

31) Verify the information submitted under Executive Project Summary is correct and click “Mark As Complete.” If you find an error, click “Edit” at the top of the page and return to step 29.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA#003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Executive Project Summary NOFA #003

Mark as Complete | Go to Application Forms

This section requires an Applicant to summarize, at a high level, its proposed Project, including but not limited to the geographic area in which the Project will occur, the primary deployment model (e.g., wireline versus wireless), and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of this NOFA #3. Please explain why CARES Act funds are necessary for the Project to proceed and how the Project will or will not proceed if the requested funds are not ultimately Awarded. Finally, please explain the current status of the Project, including the phase it is in, such as pre-planning, planning, or that building has commenced.

32) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Demonstrated Experience NOFA #003” link to proceed to the next form.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms		Preview	Submit
	Form Name	Complete?	Last Edited
	General Information	✓	07/14/2020
	Cover Sheet-General Information	✓	07/14/2020
	Business Organization NOFA #003	✓	07/14/2020
	Executive Project Summary NOFA #003	✓	07/14/2020
	Demonstrated Experience NOFA #003		
	Minority Impact Statement		
	Central Forms NOFA #003		
	Budget_NOFA #3		
	Project Area Map		
	W9 TIN Certification		

33) The Demonstrated Experience - NOFA #003 form is showing. If the screen allow information to entered, proceed to Step 34. Click on the “Edit” button to enter information.

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Demonstrated Experience NOFA #003 [Mark as Complete](#) | [Go to Application Forms](#)

This section requires information about Applicant's demonstrated experience in provisioning Broadband across the State of Iowa. Applicant shall include relevant information about their experience that has prepared them to deploy their Project, such as, for example, community partnerships and services; number of years in business; number of years of experience providing the types of services sought by this NOFA #003; if the Applicant is a relatively new provider/market entrant, an explanation of the benefits, if any, of being a newer provider/market entrant; the level of technical experience in providing the types of services sought by this NOFA #003; or any other information that would aid the Office in assessing whether Applicant is a Responsible Applicant.

Demonstrated Experience*

References

This section permits an Applicant to optionally submit letters of reference from up to three (3) current or previous customers or clients knowledgeable of Applicant's performance in providing services similar to the services described in this NOFA #003 along with a contact person and telephone number for each reference.

Name

Telephone Number

Reference Letter #1

34) Enter the information required under the Demonstrated Experience section including a Microsoft Word document summarizing applicant’s experience. Optionally, include Customer Reference information if desired including any customer reference letters under the References Section. Click “Save” at the top of the page when complete.

Application: 365577 - Jessica Test 1	
Program Area:	Broadband Grant Program - Empower Rural Iowa
Funding Opportunities:	365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)
Application Deadline:	08/02/2020 5:00 PM
Requested Total:	\$462,500.00

Demonstrated Experience NOFA #003	
<i>This section requires information about Applicant’s demonstrated experience in provisioning Broadband across the State of Iowa. Applicant shall include relevant information about their experience that has prepared them to deploy their Project, such as, for example, community partnerships and services; number of years in business; number of years of experience providing the types of services sought by this NOFA #003; if the Applicant is a relatively new provider/market entrant, an explanation of the benefits, if any, of being a newer provider/market entrant; the level of technical experience in providing the types of services sought by this NOFA #003; or any other information that would aid the Office in assessing whether Applicant is a Responsible Applicant.</i>	
Demonstrated Experience*	<input type="text" value="Browse..."/>

References	
<i>This section permits an Applicant to optionally submit reference contact information from up to three (3) current or previous customers or clients knowledgeable of Applicant’s performance in providing services similar to the services described in this NOFA #003 along with a contact person and telephone number for each reference.</i>	
Name	<input type="text"/>
Telephone Number	<input type="text"/>
Name	<input type="text"/>
Telephone Number	<input type="text"/>

35) Verify the information submitted under Demonstrated Experience is correct and click “Mark As Complete.” If you find an error, click Edit at the top of the page and return to step 33.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Demonstrated Experience NOFA #003 [Mark as Complete](#) | [Go to Application Forms](#)

This section requires information about Applicant's demonstrated experience in provisioning Broadband across the State of Iowa. Applicant shall include relevant information about their experience that has prepared them to deploy their Project, such as, for example, community partnerships and services; number of years in business; number of years of experience providing the types of services sought by this NOFA #003; if the Applicant is a relatively new provider/market entrant, an explanation of the benefits, if any, of being a newer provider/market entrant; the level of technical experience in providing the types of services sought by this NOFA #003; or any other information that would aid the Office in assessing whether Applicant is a Responsible Applicant.

Demonstrated Experience* [snip 28 page 21.png](#)

References

This section permits an Applicant to optionally submit letters of reference from up to three (3) current or previous customers or clients knowledgeable of Applicant's performance in providing services similar to the services described in this NOFA #003 along with a contact person and telephone number for each reference.

Name	Telephone Number	Reference Letter #1
------	------------------	---------------------

36) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Minority Impact Statement” link to proceed to the next form.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms		Complete?	Last Edited
General Information		✓	07/14/2020
Cover Sheet-General Information		✓	07/14/2020
Business Organization NOFA #003		✓	07/14/2020
Executive Project Summary NOFA #003		✓	07/14/2020
Demonstrated Experience NOFA #003		✓	07/14/2020
Minority Impact Statement			
Central Forms NOFA #003			
Budget_NOFA #3			
Project Area Map			
W9 TIN Certification			

37) Enter the information required under the Minority Impact Statement section. Click “Save” at the top of the page when completed.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

Minority Impact Statement

Question # 1

1. The proposed grant programs or policies could have a disproportionate or unique **POSITIVE IMPACT** on minority persons. *

If YES, describe the positive impact expected from this project

Indicate the group(s) positively impacted.

- Women
- Person/s with a Disability
- Blacks
- Latino

38) Verify the information submitted under Minority Impact Statement is correct and click “Mark As Complete.” If you find an error, click Edit at the top of the page and return to step 37.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa
 Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)
 Application Deadline: 08/02/2020 5:00 PM
 Requested Total: \$0.00

Instructions

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

Minority Impact Statement **Mark as Complete** | Go to Application Forms

Question # 1

1. The proposed grant programs or policies could have a disproportionate or unique **POSITIVE IMPACT** on minority persons. * No

If YES, describe the positive impact expected from this project

Indicate the group(s) positively impacted.

Question # 2

2. The proposed grant project programs or policies could have a disproportionate or unique **NEGATIVE IMPACT** on minority persons. * No

39) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Central Forms NOFA #003” link to proceed to the next form.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa
 Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)
 Application Deadline: 08/02/2020 5:00 PM
 Requested Total: \$0.00

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms Preview | Submit

Form Name	Complete?	Last Edited
General Information	✓	07/14/2020
Cover Sheet-General Information	✓	07/14/2020
Business Organization NOFA #003	✓	07/14/2020
Executive Project Summary NOFA #003	✓	07/14/2020
Demonstrated Experience NOFA #003	✓	07/14/2020
Minority Impact Statement	✓	07/14/2020
Central Forms NOFA #003		
Budget NOFA #003		
Project Area Map		

40) The Central Forms - NOFA #003 form is showing. Click on the “Edit” button to enter information.

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Application

Application: 365918 - Jessica Test 2

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Instructions

Applicant shall complete and upload the following central forms related to this NOFA #003. Note: Exhibits B through D are located in separate worksheets within the excel document entitled “Broadband Grants Core Application-CARES Version.”

Broadband Grants Core Application CARES Version - Exhibits B, B.1,C, and D [Mark as Complete](#) | [Go to Application Forms](#)

The Broadband Grants Core Application includes an excel file containing Exhibits B, B.1, C, and D. See NOFA #003 sections 2.2.6.1 - 2.2.6.3 Please attach the Broadband Grants Core Application-CARES Version here.

Applicant requests that the contents of their application remain confidential in whole or in part, pursuant to Section 1.25 of the NOFA #003.

DISCLAIMER: An applicant requesting confidential treatment of portions of an application must attach a redacted public copy of the application. If the applicant fails to attach a redacted public copy pursuant to Section 1.25.1.5 of the NOFA #003, the Office shall be relieved from any responsibility for maintaining the confidentiality of the application pursuant to 1.25.4 of the NOFA #003.

NOTE: Applicants are ONLY required to submit a Public Redacted Copy IF they are requesting confidential treatment with respect to an aspect of their Application. Further, the mere fact that an Applicant submits a Public Redacted Copy (or otherwise requests confidential treatment) does not ensure the aspects of the Application that are redacted (or for which confidential treatment is otherwise sought) will be treated as confidential; the Office will only afford confidential treatment to the extent requests comply with the terms, conditions, and requirements of the NOFA #003.

Full Unredacted Copy*

Core Application Forms Exhibits B-D (Public Copy)

In addition, in connection with any of the following factors, Applicants may provide evidence of need in support of their Project by uploading materials through the Iowa Grants System, which materials demonstrate how communities, households, businesses, schools, or hospitals are hindered in their ability to respond to the challenges of COVID-19 due to a lack of at least 25/3 Broadband (“Supplemental Materials of Need”). Such evidence, by way of example only, may include letters signed and endorsed by community officials, including but not limited to the mayor, city administrator, county supervisor, superintendent, hospital administrator, etc.

41) Upload the full and unredacted copy of the Broadband Grant Core Application Excel Workbook under Broadband Grants Core Application - Exhibits B, B.1, C, C.1, and D. Optionally, attach overflow materials and supplemental materials of need for the Project.

Broadband Grants Core Application CARES Version - Exhibits B, B.1,C, C.1, and D

The Broadband Grants Core Application includes an excel file containing Exhibits B, B.1, C,C.1, and D. See NOFA #003 sections 2.2.6.1 - 2.2.6.3 Please attach the Broadband Grants Core Application-CARES Version here.

Applicant requests that the contents of their application remain confidential in whole or in part, pursuant to Section 1.25 of the NOFA #003.

DISCLAIMER: An applicant requesting confidential treatment of portions of an application must attach a redacted public copy of the application. If the applicant fails to attach a redacted public copy pursuant to Section 1.25.1.5 of the NOFA #003, the Office shall be relieved from any responsibility for maintaining the confidentiality of the application pursuant to 1.25.4 of the NOFA #003.

NOTE: Applicants are ONLY required to submit a Public Redacted Copy IF they are requesting confidential treatment with respect to an aspect of their Application. Further, the mere fact that an Applicant submits a Public Redacted Copy (or otherwise requests confidential treatment) does not ensure the aspects of the Application that are redacted (or for which confidential treatment is otherwise sought) will be treated as confidential; the Office will only afford confidential treatment to the extent requests comply with the terms, conditions, and requirements of the NOFA #003.

Full Unredacted Copy*

Core Application Forms Exhibits B-D (Public Redacted Copy)

Note: If you need additional space to answer any of the below questions, please upload supplemental materials to the appropriate section of the Iowa Grants System ("Overflow Materials").

Exhibit C Overflow Materials

Exhibit C.1 Overflow Materials

In addition, in connection with any of the following factors, Applicants may provide evidence of need in support of their Project by uploading materials through the Iowa Grants System, which materials demonstrate how communities, households, businesses, schools, or hospitals are hindered in their ability to respond to the challenges of COVID-19 due to a lack of at least 25/3 Broadband ("Supplemental Materials of Need"). Such evidence, by way of example only, may include letters signed and endorsed by community officials, including but not limited to the mayor, city administrator, county supervisor, superintendent, hospital administrator, etc.

Supplemental Materials of Need 3A.1.2

Supplemental Materials of Need 3B.1.2

NOTE: Applicants are ONLY required to submit a Public Redacted Copy IF they are requesting confidential treatment with respect to an aspect of their Application. Further, the mere fact that an Applicant submits a Public Redacted Copy (or otherwise requests confidential treatment) does not ensure the aspects of the Application that are redacted (or for which confidential treatment is otherwise sought) will be treated as confidential; the Office will only afford confidential treatment to the extent requests comply with the terms, conditions, and requirements of the NOFA.

42) Upload the remaining documents required under the Central Forms section as provided below. Applicants are required to submit each exhibit in the Central Forms section. Click “Save” at the top of the page when complete.

Broadband Grants Program Grant Agreement - Exhibit E
In accordance with Section 5 (Grant Agreement Terms and Conditions), by submitting an Application, Applicant acknowledges its acceptance of the terms, conditions, and other requirements of the Grant Agreement, attached as Exhibit E. If Applicant wishes to take exception(s) to a provision of the Grant Agreement, it must upload a document specifically identifying such exception(s) by identifying the page and section number to which it takes exception(s), state the reason for the exception(s), and set forth the language it proposes to include in place of the provision(s) to which it takes exception(s), in accordance with the terms, conditions, and limitations of Section 5 (Grant Agreement Terms and Conditions). Such document may take the form of a redline with comments in the margins.

Exceptions to Broadband Grants Program Grant Agreement*

Certification, Authorization, and Release of Information-Exhibit F
These forms, attached as Exhibit F, requires a representative of Applicant's with legal authority to bind Applicant to make certification to the Office regarding the completeness, accuracy, truthfulness, performance capabilities, financial condition, and satisfaction of key legal requirements of and related to the Application. This exhibit is also an authorization to release information.

Certification/Acknowledgements & Authorization to Release Information Letter*

Form 22 - Exhibit G
This form, attached as Exhibit G, permits Applicant to, solely to the extent permitted by and in accordance with Section 1.25 (Disposition of Applications/Public Records), request confidential treatment of portions of its Application. Applicant must complete and submit a Form 22 regardless of whether Applicant requests any confidential treatment.

Form 22 (Public)*

Prior Funding Statement-Exhibit L
Describe any prior sources of federal, state, local or non-profit funds contributed to the completion of broadband network expansion projects within the State of Iowa completed by the Applicant since January 1, 2015 in the form of grants, low interest loans, or other award mechanisms. These sources do not include internal Applicant resources such as cash on hand, financing from third party vendors, or other sources of funds that do not include federal, state, local, or non-profit funding sources. Add additional rows if necessary. If no prior funds have been received, indicate \$0 under Amount of Funds in the first row.

Prior Funding Statement- Exhibit L *

43) Verify the information submitted under Central Forms is correct and click “Mark As Complete” to continue. If you find an error, click Edit at the top of the page and return to step 40.

Broadband Grants Core Application CARES Version - Exhibits B, B.1,C, C.1, and D [Mark as Complete](#) [Go to Application Forms](#)

The Broadband Grants Core Application includes an excel file containing Exhibits B, B.1, C,C.1, and D. See NOFA #003 sections 2.2.6.1 - 2.2.6.2. Please attach the Broadband Grants Core Application-CARES Version here.

Applicant requests that the contents of their application remain confidential in whole or in part, pursuant to Section 1.25 of the NOFA #003.

DISCLAIMER: An applicant requesting confidential treatment of portions of an application must attach a redacted public copy of the application. If the applicant fails to attach a redacted public copy pursuant to Section 1.25.1.5 of the NOFA #003, the Office shall be relieved from any responsibility for maintaining the the confidentiality of the application pursuant to 1.25.4 of the NOFA #003.

NOTE: Applicants are ONLY required to submit a Public Redacted Copy IF they are requesting confidential treatment with respect to an aspect of their Application. Further, the mere fact that an Applicant submits a Public Redacted Copy (or otherwise requests confidential treatment) does not ensure the aspects of the Application that are redacted (or for which confidential treatment is otherwise sought) will be treated as confidential; the Office will only afford confidential treatment to the extent requests comply with the terms, conditions, and requirements of the NOFA #003.

Full Unredacted Copy*

Core Application Forms Exhibits B-D (Public Redacted Copy)

Note: If you need additional space to answer any of the below questions, please upload supplemental materials to the appropriate section of the Iowa Grants System (“Overflow Materials”).

Exhibit C Overflow Materials

Exhibit C.1 Overflow Materials

In addition, in connection with any of the following factors, Applicants may provide evidence of need in support of their Project by uploading materials through the Iowa Grants System, which materials demonstrate how communities, households, businesses, schools, or hospitals are hindered in their ability to respond to the challenges of COVID-19 due to a lack of at least 25/3 Broadband (“Supplemental Materials of Need”). Such evidence, by way of example only, may include letters signed and endorsed by community officials, including but not limited to the mayor, city administrator, county supervisor, superintendent, hospital administrator, etc.

Supplemental Materials of Need
3A.1.2

Supplemental Materials of Need
3B.1.2

44) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Budget NOFA #003” link to proceed to the next form.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms Preview | Submit

Form Name	Complete?	Last Edited
General Information	✓	07/14/2020
Cover Sheet-General Information	✓	07/14/2020
Business Organization NOFA #003	✓	07/14/2020
Executive Project Summary NOFA #003	✓	07/14/2020
Demonstrated Experience NOFA #003	✓	07/14/2020
Minority Impact Statement	✓	07/14/2020
Central Forms NOFA #003	✓	07/14/2020
Budget_NOFA #3		07/15/2020
Project Area Map		

45) The Budget NOFA 003# Form is showing. **Skip to step 48 if your application does not contain an Infrastructure Project.** Click on the “Edit” button to enter information.

Menu | Help | Log Out Back | Print | Add | Delete | **Edit** | Save

Application

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$0.00

Instructions

The "award amount" is administrative.

Project Budget Mark as Complete | Go to Application Forms

Infrastructure Projects that will result in the installation of Broadband infrastructure that will Facilitate Broadband service at less than 100/20 Broadband but greater than or equal to 25/3 Broadband, may request up to thirty five percent (35%) of the Total Project Costs. Infrastructure Projects that will result in the installation of Broadband infrastructure that will Facilitate Broadband service at or above 100/20 Broadband, may request up to fifty percent(50%)of Total Project Costs.

Category	Description	Total Estimated Cost \$ (Exhibit D)	Requested Grant Support % (up to 50%)	Grant Request (Est. Cost * Request %)	Award Amount
Conduit		\$0.00	0	\$0.00	\$0.00
Fiber/Copper		\$0.00	0	\$0.00	\$0.00
OSP Engineering		\$0.00	0	\$0.00	\$0.00
Design Engineering		\$0.00	0	\$0.00	\$0.00
Construction Mgmt.		\$0.00	0	\$0.00	\$0.00
Tower		\$0.00	0	\$0.00	\$0.00
Antenna		\$0.00	0	\$0.00	\$0.00
Boring		\$0.00	0	\$0.00	\$0.00
Trenching		\$0.00	0	\$0.00	\$0.00
Knifing		\$0.00	0	\$0.00	\$0.00
Aerial Deployment/Make Ready		\$0.00	0	\$0.00	\$0.00
Outside Plant		\$0.00	0	\$0.00	\$0.00
Switching Equipment		\$0.00	0	\$0.00	\$0.00

46) Enter your project budget information contained in Exhibit D below. This includes providing a description for the cost category, a total estimated cost per budget category, and a percentage of support requested.

****Please note, per Section 1.5.1.2 in NOFA #003, the percentage of requested grant support is directly tied to the project’s proposed installation of broadband infrastructure that facilitates service:**

- At or above 25/3, applicants can request up to 35% of the actual or originally estimated, whichever is less, total project costs.
- At or above 100/20, applicants can request up to 50% of the actual or originally estimated, whichever is less, total project costs.

Project Budget			
<small>Infrastructure Projects that will result in the installation of Broadband infrastructure that will Facilitate Broadband service at less than 100/20 Broadband but greater than or equal to 25/3 Broadband, may request up to thirty five percent (35%) of the Total Project Costs. Infrastructure Projects that will result in the installation of Broadband infrastructure that will Facilitate Broadband service at or above 100/20 Broadband, may request up to fifty percent(50%)of Total Project Costs.</small>			
Category	Description	Total Estimated Cost \$ (Exhibit D)	Requested Grant Support % (up to 50%)
Conduit	total number of feet, cost per unit	\$25,000.00	50.0
Fiber/Copper	total number of feet	\$50,000.00	50.0
OSP Engineering		\$0.00	0
Design Engineering		\$0.00	0
Construction Mgmt.		\$0.00	0
Tower		\$0.00	0
Antenna		\$0.00	0
Boring		\$0.00	0
Trenching		\$0.00	0
Knifing		\$0.00	0
Aerial Deployment/Make Ready		\$0.00	0
Outside Plant		\$0.00	0
Switching Equipment		\$0.00	0
Routing Equipment		\$0.00	0
Optical Equipment		\$0.00	0
Customer Premise Equipment		\$0.00	0
Other		\$0.00	0

47) Once you have entered all of the Exhibit D project budget information into the form, Click “Save”. Your screen will now populate a grant request amount.

Project Budget [Mark as Complete](#) | [Go to Application Forms](#)

Infrastructure Projects that will result in the installation of Broadband infrastructure that will Facilitate Broadband service at less than 100/20 Broadband but greater than or equal to 25/8 Broadband, may request up to thirty five percent (35%) of the Total Project Costs. Infrastructure Projects that will result in the installation of Broadband infrastructure that will Facilitate Broadband service at or above 100/20 Broadband, may request up to fifty percent(50%)of Total Project Costs.

Category	Description	Total Estimated Cost \$ (Exhibit D)	Requested Grant Support % (up to 50%)	Grant Request (Est. Cost * Request %)
Conduit	total number of feet, cost per unit	\$25,000.00	50.0	\$12,500.00
Fiber/Copper	total number of feet	\$50,000.00	50.0	\$25,000.00
OSP Engineering		\$500,000.00	50.0	\$250,000.00
Design Engineering		\$0.00	0	\$0.00
Construction Mgmt.		\$0.00	0	\$0.00
Tower		\$0.00	0	\$0.00
Antenna		\$300,000.00	50.0	\$150,000.00
Boring		\$0.00	0	\$0.00
Trenching		\$0.00	0	\$0.00
Knifing		\$0.00	0	\$0.00
Aerial Deployment/Make Ready		\$0.00	0	\$0.00
Outside Plant		\$0.00	0	\$0.00
Switching Equipment		\$0.00	0	\$0.00
Routing Equipment		\$0.00	0	\$0.00
Optical Equipment		\$0.00	0	\$0.00
Customer Premise Equipment		\$0.00	0	\$0.00
Other		\$0.00	0	\$0.00
Totals		\$875,000.00		\$437,500.00

****If your application does not contain an Adoption Project component (Exhibit B.1.), skip steps 48-50.**

48) Enter each School District and Number of Adopters into the chart as they appear in Exhibit B.1.

Adoption Project

This section captures the application Project request amount from Exhibit B.2. Adoption Projects may request up to a one-time payment of \$500 for each Non-Adopter that ultimately adopts 25/3 broadband or faster service.

School District*

Number of Adopters

[Return to Top](#)

Once you have entered the first School District and the Number of Adopters, click “Save” at the top of the form. Click “Add” and repeat this step for each School District identified in Exhibit B.1.

Adoption Project [Add](#)

This section captures the application Project request amount from Exhibit B.2. Adoption Projects may request up to a one-time payment of \$500 for each Non-Adopter that ultimately adopts 25/3 broadband or faster service.

School District	Number of Adopters	Amount
Grinnell-Newburg School District	50	\$25,000.00

Please note: If you add a school district in error or if you need to edit the number of Adopters after the information is entered once, click on the School District Name (link).

Adoption Project [Add](#)

This section captures the application Project request amount from Exhibit B.2. Adoption Projects may request up to a one-time payment of \$500 for each Non-Adopter that ultimately adopts 25/3 broadband or faster service.

School District	Number of Adopters	Amount
Grinnell-Newburg School District	50	\$25,000.00

Your screen will display the option to change the entered information or to “Delete” the district entry. Remember to click “Save” after changing the entered information.

49) Once you have entered all of the Exhibit B.1 Adoption Project information into the form your screen will populate a grant request amount.

50) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “W9 TIN Certification” link to proceed to the next form.

Application Forms			Preview Submit
Form Name	Complete?	Last Edited	
General Information	✓	07/14/2020	
Cover Sheet-General Information	✓	07/14/2020	
Business Organization NOFA #003	✓	07/14/2020	
Executive Project Summary NOFA #003	✓	07/14/2020	
Demonstrated Experience NOFA #003	✓	07/14/2020	
Minority Impact Statement	✓	07/14/2020	
Central Forms NOFA #003	✓	07/15/2020	
Budget NOFA #003	✓	07/15/2020	
W9 TIN Certification			

51) The W9 TIN Form is showing. Enter information into the form. If needed, click “Edit” to enter, review, and click “SAVE” once completed.

The screenshot shows the top navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit (circled in red), and Save. Below the navigation bar is the 'Application' section with the following details:

- Application:** 365577 - Jessica Test 1
- Program Area:** Broadband Grant Program - Empower Rural Iowa
- Funding Opportunities:** 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)
- Application Deadline:** 08/02/2020 5:00 PM
- Requested Total:** \$462,500.00

Below the application details is an 'Instructions' section with a link: [For General Instructions on how to fill out this form click HERE](#).

The main section is titled 'Request for Taxpayer Identification Number and Certification' and includes a 'Mark as Complete | Go to Application Forms' link. The form fields are:

- Name (as shown on your income tax return):**
- Business name, if different from above:**
- Check appropriate box:**
 - Individual/Sole proprietor
 - C Corporation
 - S Corporation
 - Partnership
 - Trust/Estate
 - Limited liability company
 - Other

At the bottom of the form, there is a text input field for 'Enter the tax classification (C=corporation, S=S corporation, P=partnership)'.

Then click “Mark as Complete”.

This screenshot shows the same application form as above, but with the 'Mark as Complete' button circled in red. The form fields are now populated with the following information:

- Name (as shown on your income tax return):** Jessica
- Business name, if different from above:** OCIO
- Check appropriate box:**
 - Individual/Sole proprietor
 - C Corporation
 - S Corporation

The 'Mark as Complete' button is highlighted with a red circle, indicating the next step in the process.

52) The list of application forms will now appear. Verify that all forms have a checkmark in the “Complete” column. You may revisit any form by clicking on the link provided in the “Form Name” column. Click on the “Submit” link to submit the form.

 **Application**

Application: 365577 - Jessica Test 1

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 365549 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)

Application Deadline: 08/02/2020 5:00 PM

Requested Total: \$462,500.00

Instructions

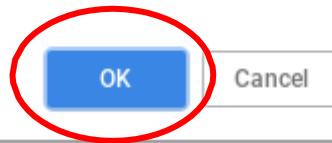
Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms	Complete?	Preview Submit
Form Name		Last Edited
General Information	✓	07/14/2020
Cover Sheet-General Information	✓	07/14/2020
Business Organization NOFA #003	✓	07/14/2020
Executive Project Summary NOFA #003	✓	07/14/2020
Demonstrated Experience NOFA #003	✓	07/14/2020
Minority Impact Statement	✓	07/14/2020
Central Forms NOFA #003	✓	07/15/2020
Budget_NOFA #3	✓	07/15/2020
W9 TIN Certification	✓	07/15/2020

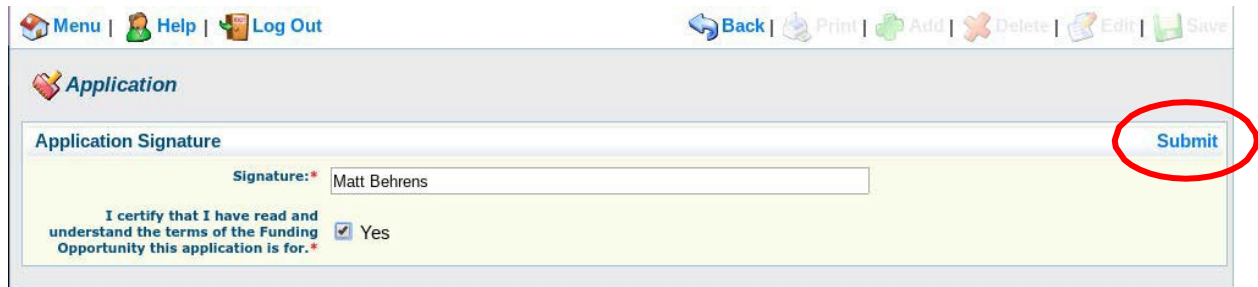
53) The Iowa Grants System will provide the following pop-up screen to verify you are ready to submit. Click “OK” if you wish to submit your application.

www.iowagrants.gov says

Submitting the Application will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Application?



54) Enter your Signature and check the certification checkbox under the Application Signature section. Click “Submit” when complete.



55) The following submission confirmation screen will appear indicating your application has been successfully submitted. You may now log out of the system by clicking “Log Out” or submit another application by clicking “Menu” and returning to Step 14.

