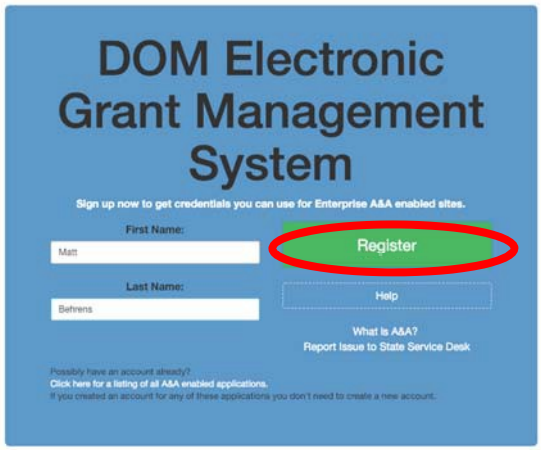
Exhibit I - Iowa Grants Registration and Application Instructions (NOFA #005)

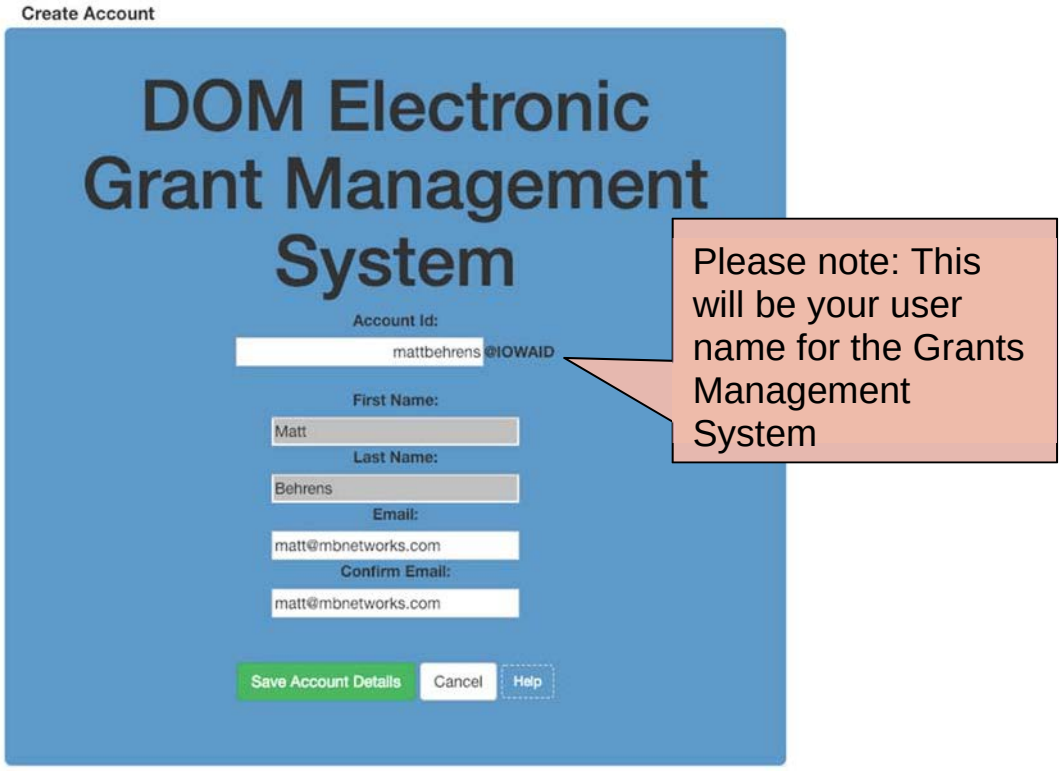
The following instructions are designed to provide applicants with step-by-step guidance concerning registration and the submission of applications to the Iowa Grants System. All applications must be submitted through the Iowa Grants System to be considered timely and valid as part of the broadband grants 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.**

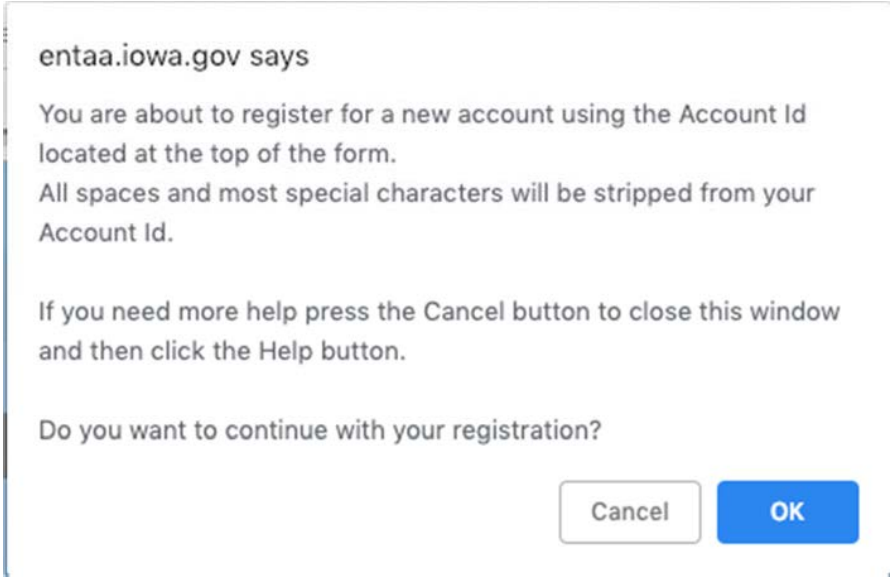
2) Fill in First Name and Last Name. Press "Register".



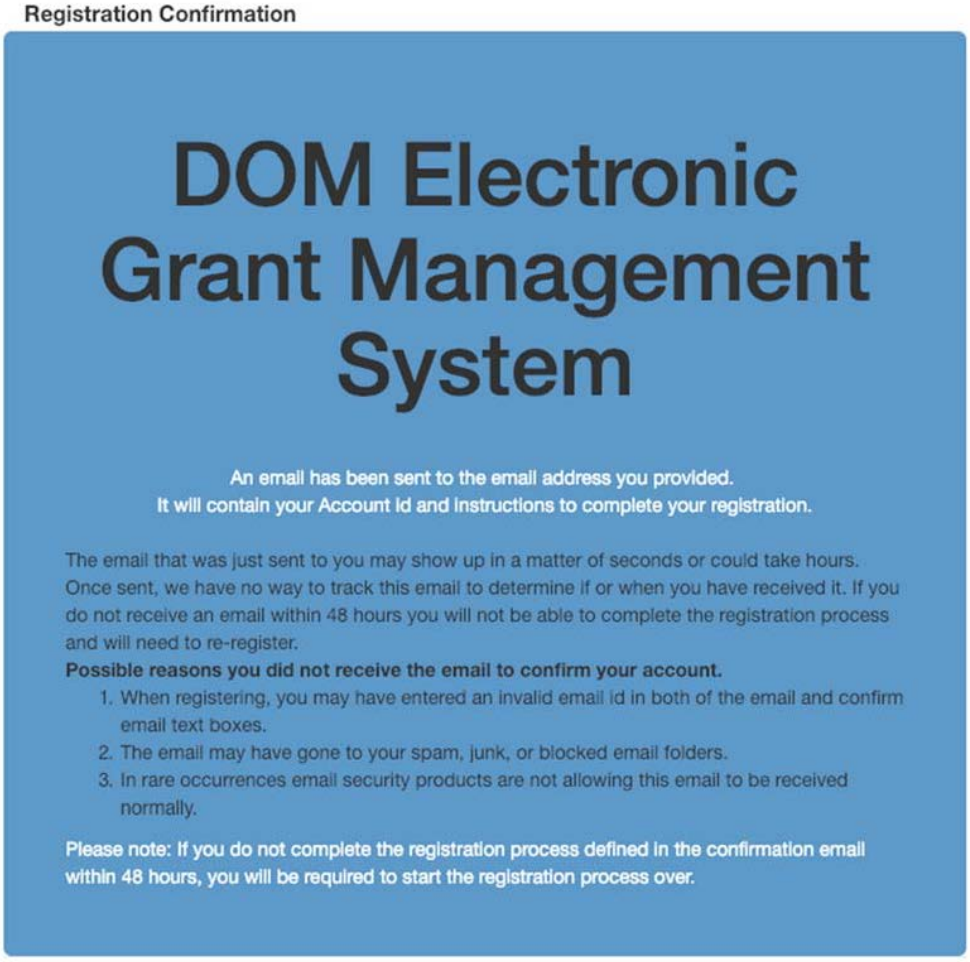
3) Choose Account ID and enter an email address. Press "Save Account Details"



4) Click OK.



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



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

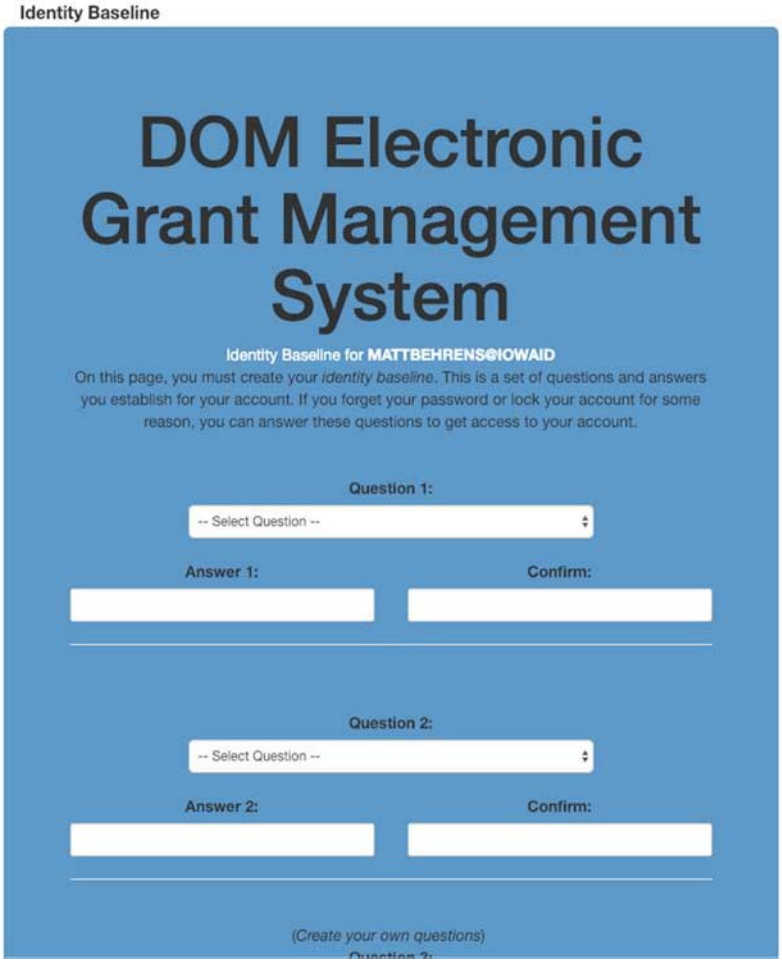
Account Activation Process:
Step 1. Click the following link. https://entaa.iowa.gov/entaa/sso?regToken=d1b858ce8adcb309ff16a085e540d5bd (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)
Step 2. Choose two baseline questions and then make your 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.

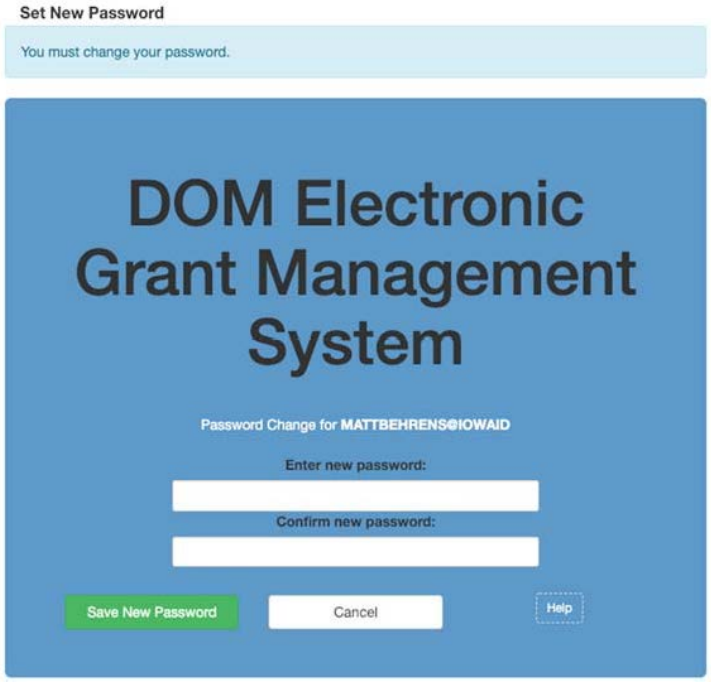
Thanks!
State of Iowa

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

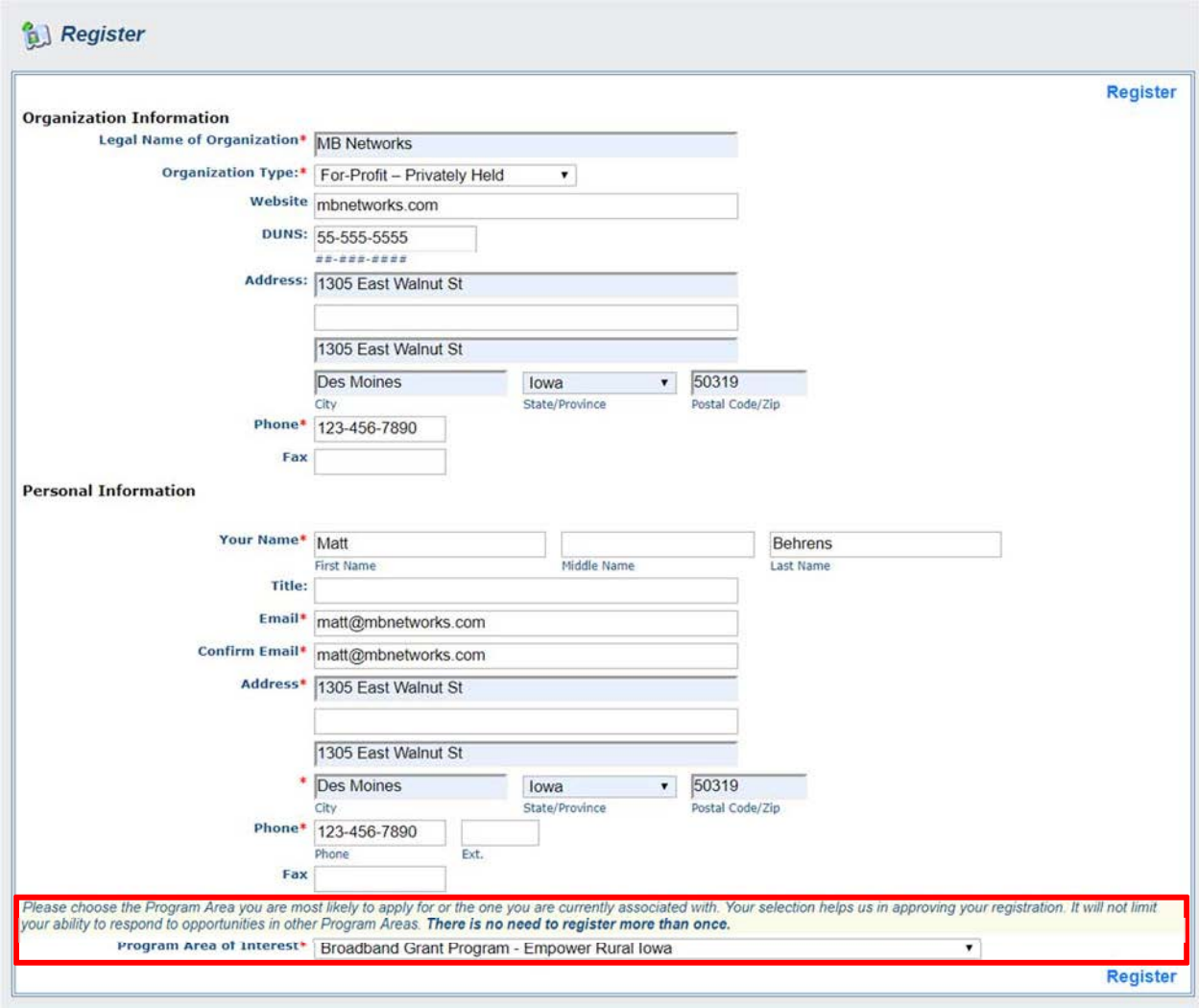
7) Fill out the Challenge Questions.



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

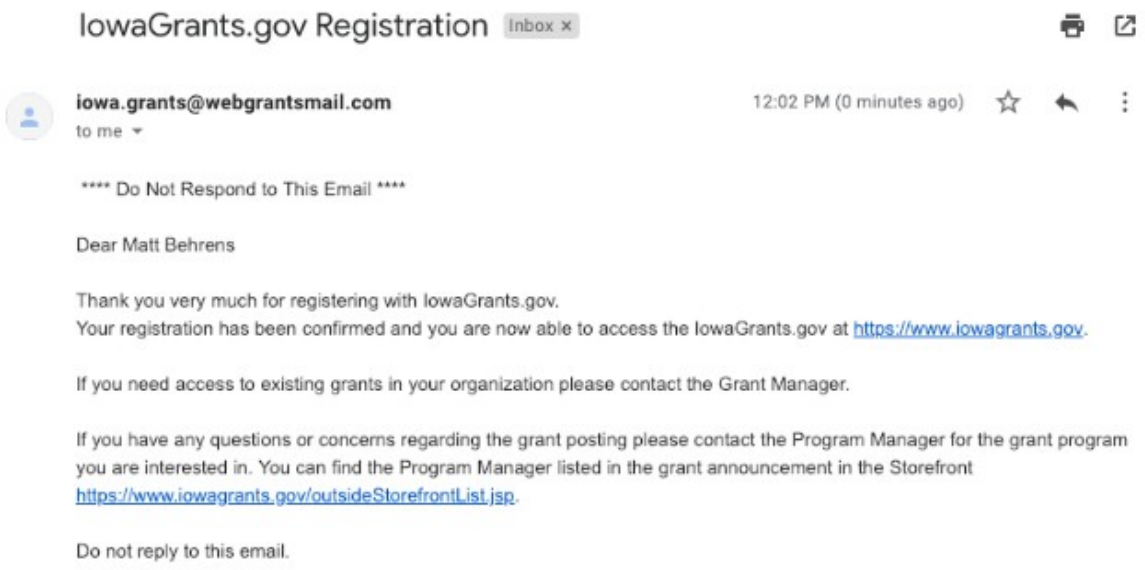


9) Enter your organization information into the corresponding fields. It is important to choose "Broadband Grant Program - Empower Rural Iowa" as your "Program Area of Interest. Press "Register" to continue.



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.



IowaGrants.gov Registration Inbox ×

iowa.grants@webgrantsmail.com 12:02 PM (0 minutes ago)
to me

**** Do Not Respond to This Email ****

Dear Matt Behrens

Thank you very much for registering with IowaGrants.gov.
Your registration has been confirmed and you are now able to access the IowaGrants.gov at https://www.iowagrants.gov.

If you need access to existing grants in your organization please contact the Grant Manager.

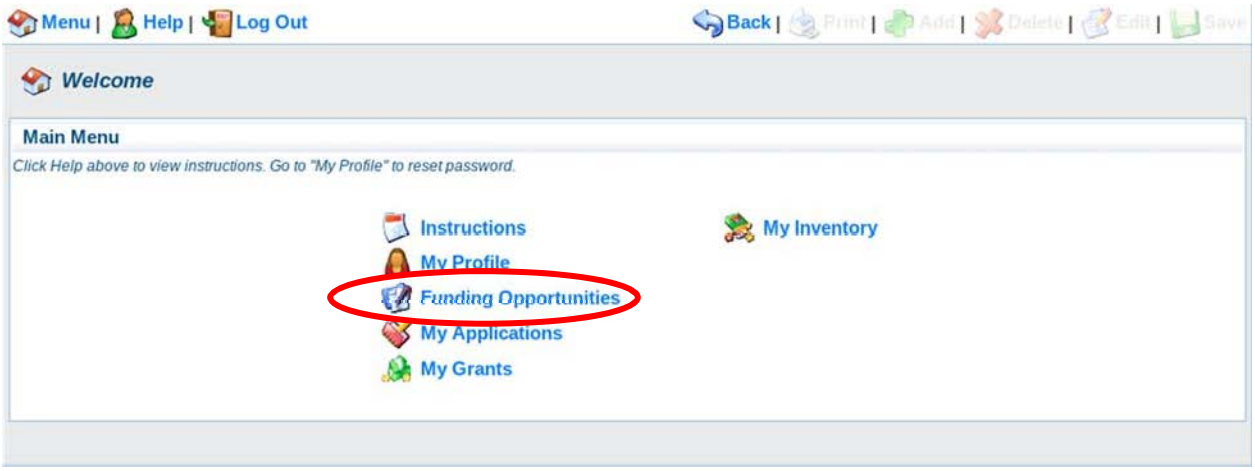
If you have any questions or concerns regarding the grant posting please contact the Program Manager for the grant program you are interested in. You can find the Program Manager listed in the grant announcement in the Storefront https://www.iowagrants.gov/outsideStorefrontList.jsp.

Do not reply to this email.

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.

14) Click on "Funding Opportunities."



15) Search for the link: "Broadband Grant Program - Empower Rural Iowa - NOFA #005." Click on that link.

345707	Management	Research & Development 9	Research FO - Test if no review process	Pre-Application Deadline not Applicable	01/01/2021
377832	Public Health	Health Care Delivery Systems	FY21 RFP 58821021 for Medical Residency Training State Matching Grants Program	Pre-Application Deadline not Applicable	02/08/2021
390574	Workforce Development	Future Ready Iowa	2021 Future Ready Iowa Childcare Challenge Fund Grant	Pre-Application Deadline not Applicable	02/12/2021
390667	Workforce Development	Future Ready Iowa	2021 Employer Innovation Fund- Future Ready Iowa	Pre-Application Deadline not Applicable	02/12/2021
389173	College Student Aid Commission	GEAR UP	SFY 2021 GEAR UP Iowa 3.0 School Partner Grants	Pre-Application Deadline not Applicable	02/15/2021
390478	Office of the Chief Information Officer	Broadband Grant Program - Empower Rural Iowa	Empower Rural Iowa Emergency Broadband Expansion Program (NOFA # 005)	Pre-Application Deadline not Applicable	02/25/2021
387198	Public Safety	GTSB Test Program	2022 LE Test Program	Pre-Application Deadline not Applicable	02/28/2021
392963	Governor's Office of Drug Control Policy	Byrne-Justice Assistance Grant Program (JAG)	SFY 2022 Byrne JAG/RSAT - New Applicants	Pre-Application Deadline not Applicable	03/05/2021

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.

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 or client and that applicant organization'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.

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

Multiple Users, Single Application Iowa Grants will permit multiple users within the Applicant's organization to register and work on an Application. The first user to initiate an Application is designated by the system as the "primary user" for that Application. To permit additional users to work on an Application, the primary user must complete the first form,

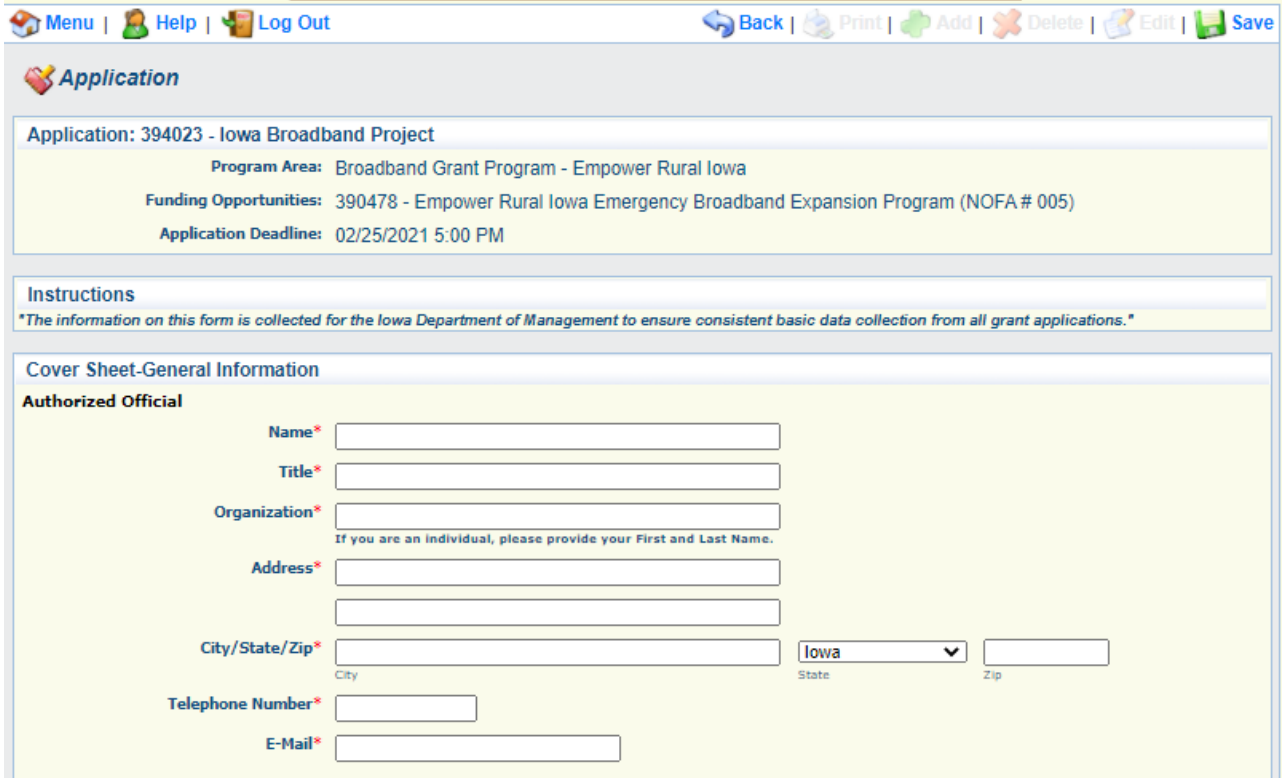
entitled the General Information form. This General Information form is where the Applicant titles their Application and identifies the organization submitting the Application. After clicking "Save" for the first time, the primary user may reopen and edit this General Information form to add other users registered within Iowa Grants and associated with their organization. To do so, the user should use the "Additional Contacts" function. Each individual within the Applicant's organization who requires access to the Application must first be separately registered in Iowa Grants. If multiple users are editing the same form within an Application at the same time, the last saved version will override any changes made by other users. Iowa Grants will permit multiple registered users to create separate Applications for the same opportunity, thereby creating multiple Applications for the same opportunity. Applicants are solely responsible for ensuring only one (1) fully completed Application is submitted for each Project submitted in response to this NOFA

19) A list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Detail about each of these Application Forms is available in Section 2.2 of Exhibit A - Notice of Funding (NOFA).

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.

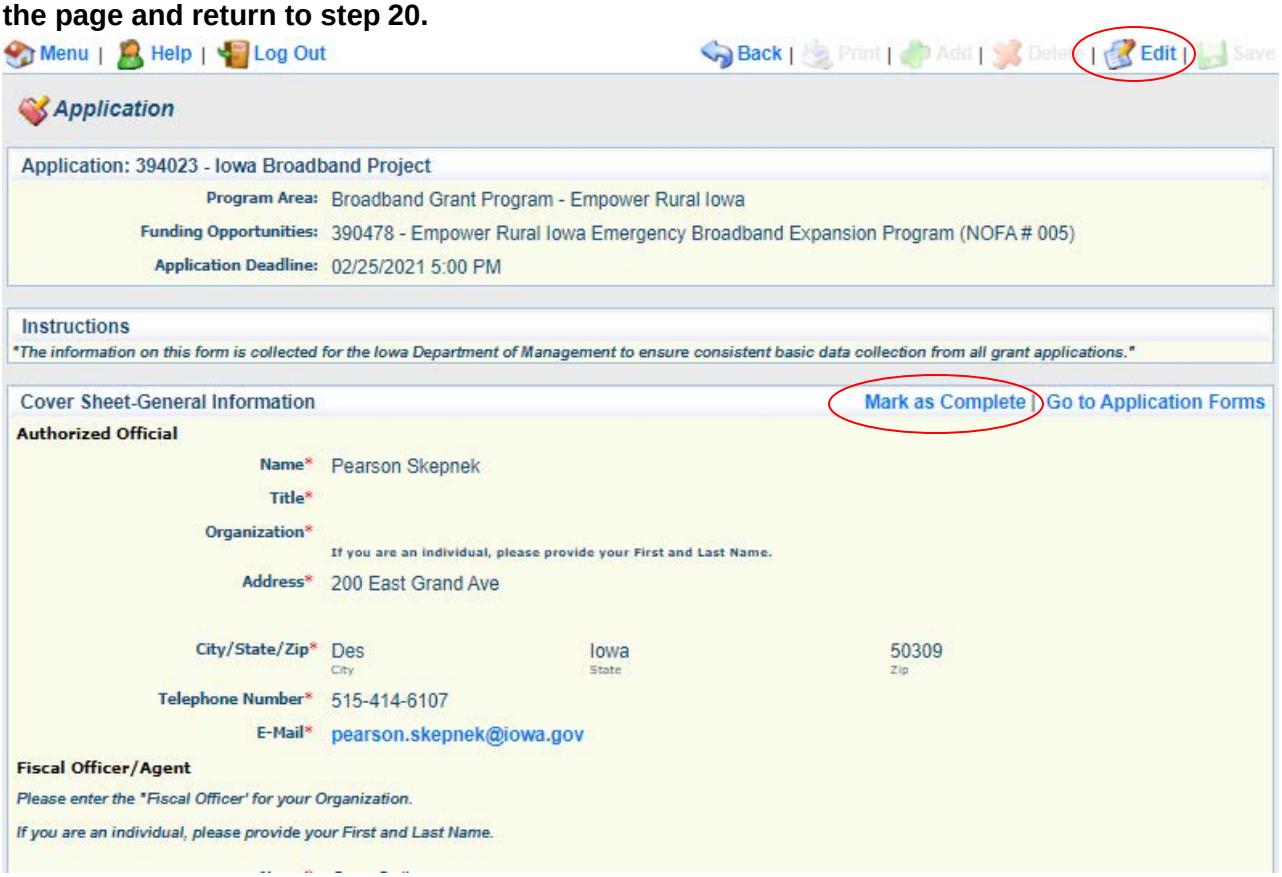
All fields marked with a red asterisk (*) are required fields.



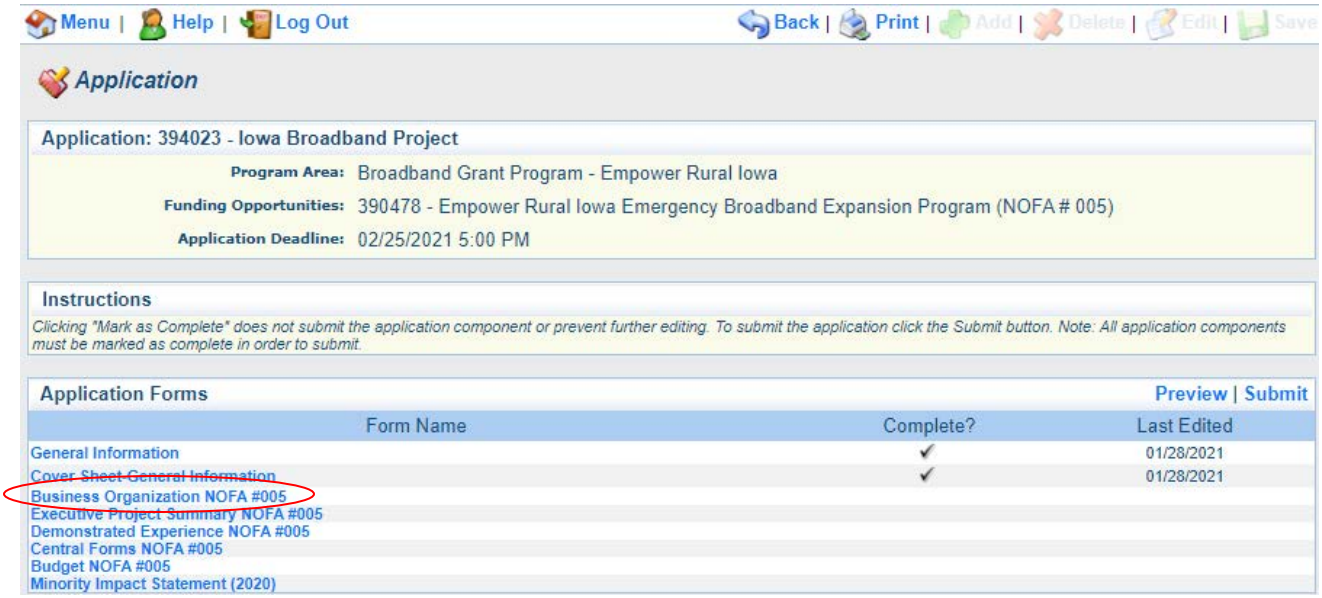
21) You must also provide the name of a Fiscal Officer for your firm. The Fiscal Officer is the individual who is responsible for submitting grant claims in the system on behalf of your firm. This can be the same person as the Authorized Official or someone different. You will also be required to list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

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.

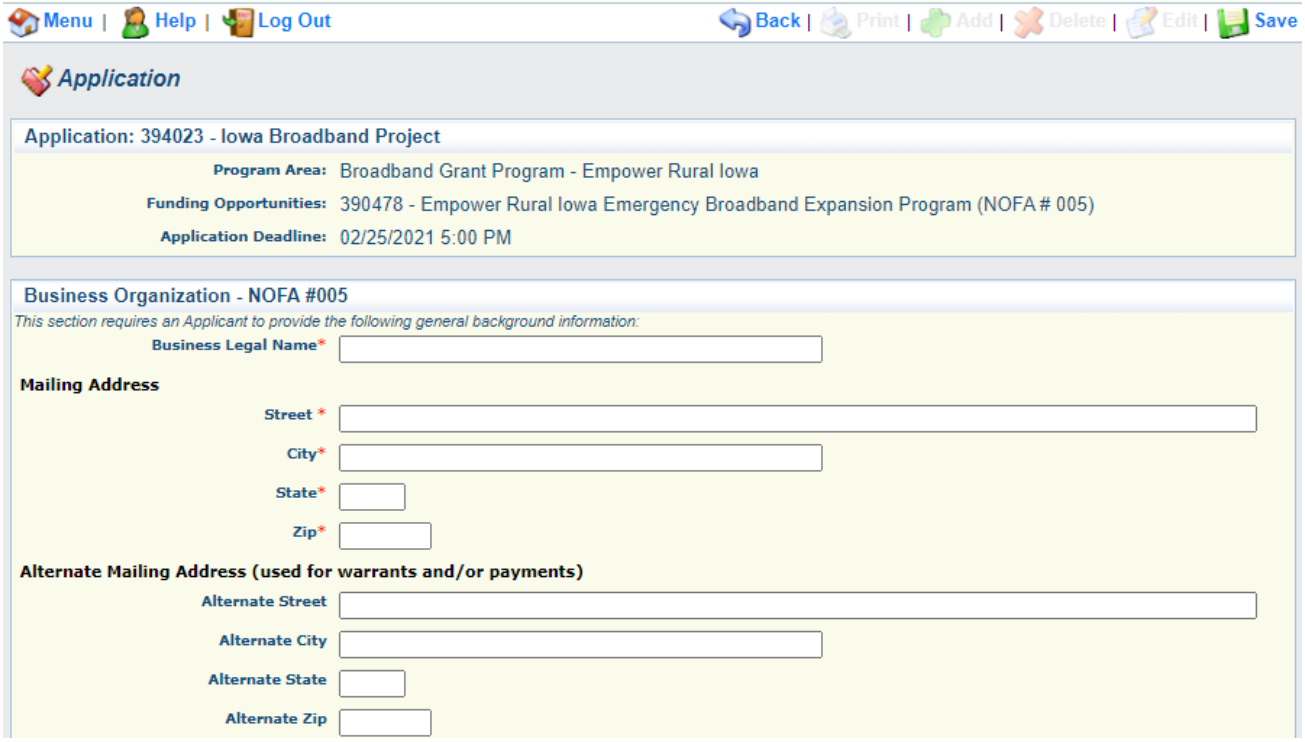
23) A new screen showing your Cover-Sheet General Information now appears. If the information is correct, click “Mark as Complete” to continue if the details under Cover Sheet-General Information are correct. If you find an error, click “Edit” at the top of the page and return to step 20.



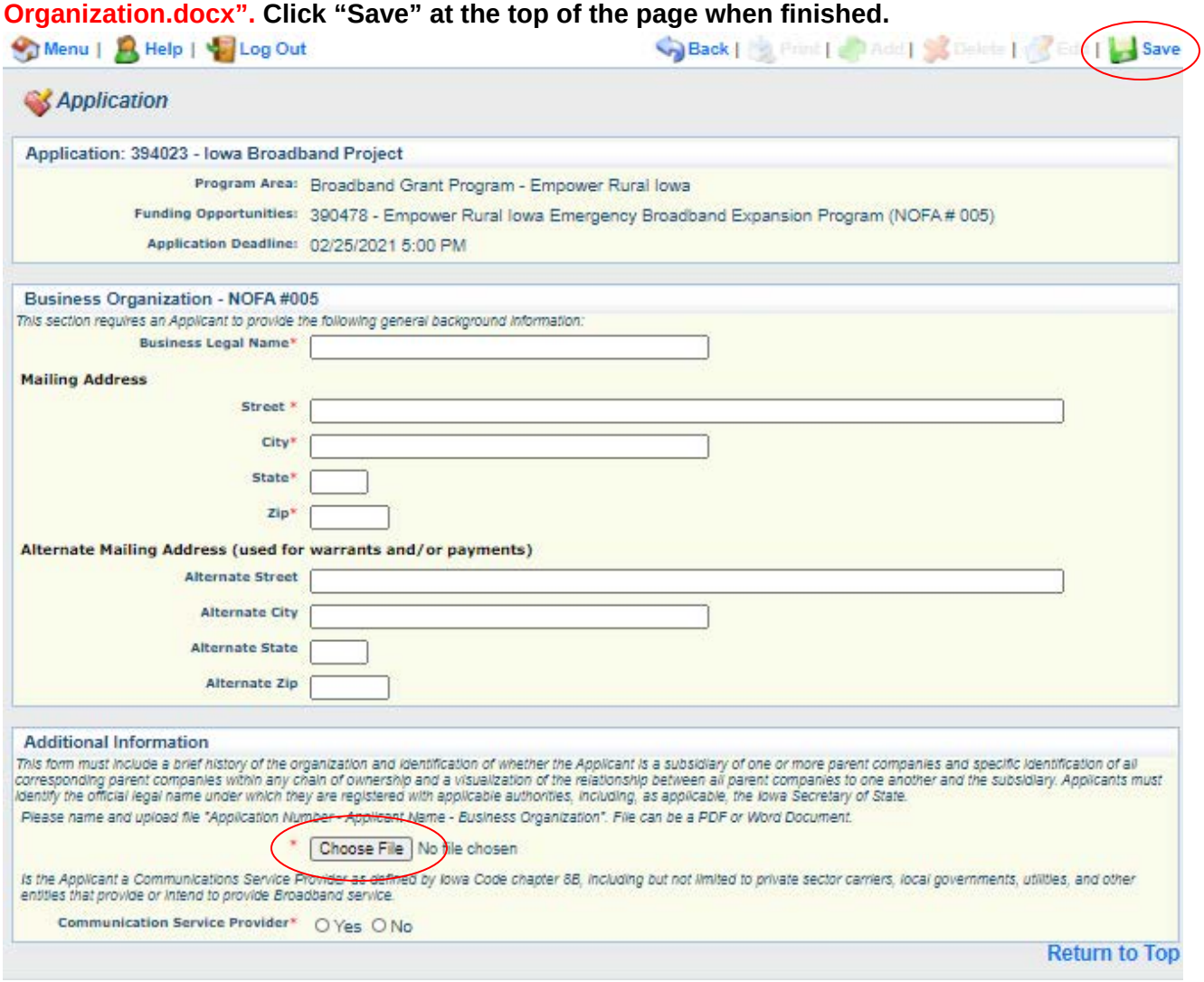
24) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the "Business Organization - NOFA #005" link to proceed to the next form.



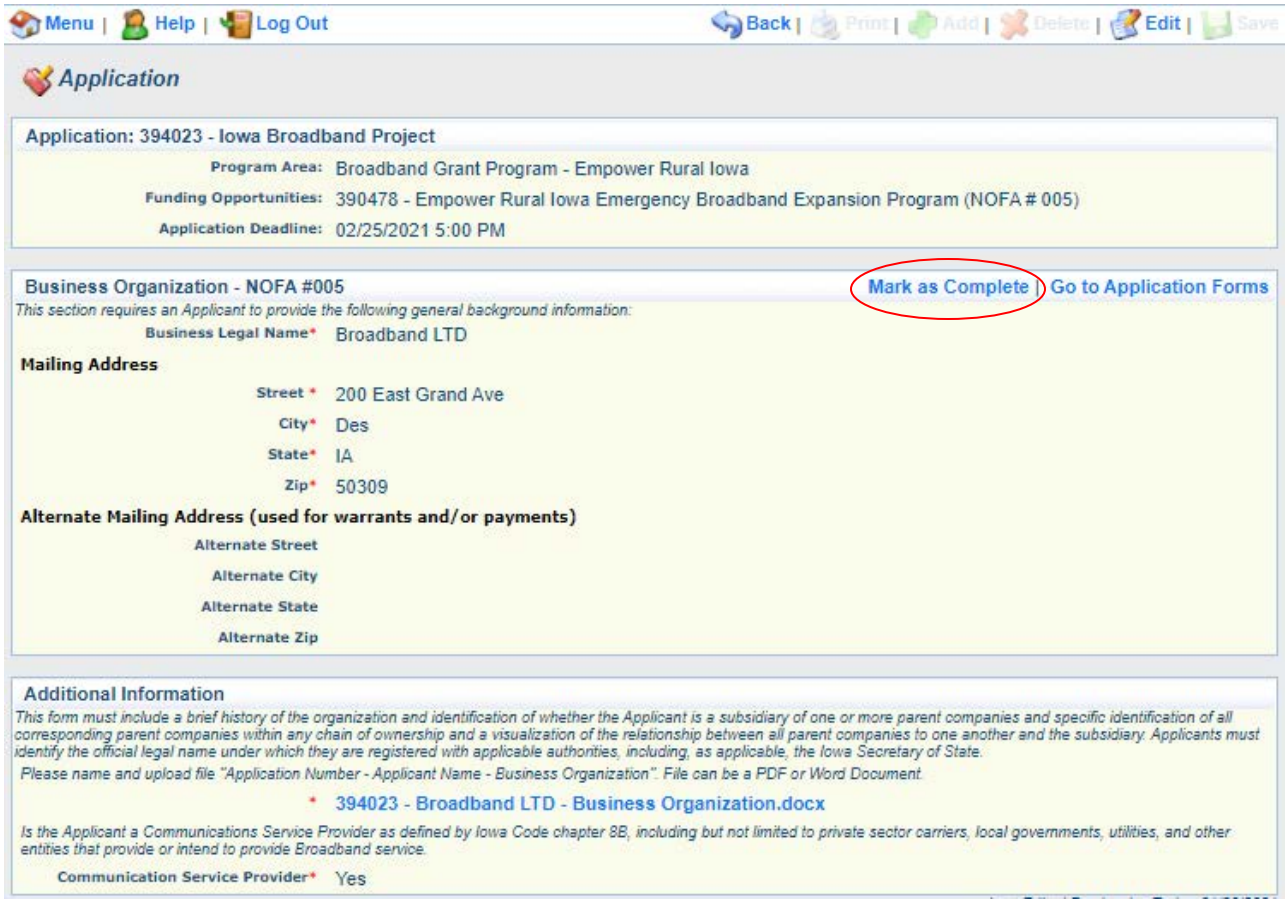
25) The Business Organization - NOFA #005 form is showing. Depending on your browser, you may need to click "Edit" before entering information.



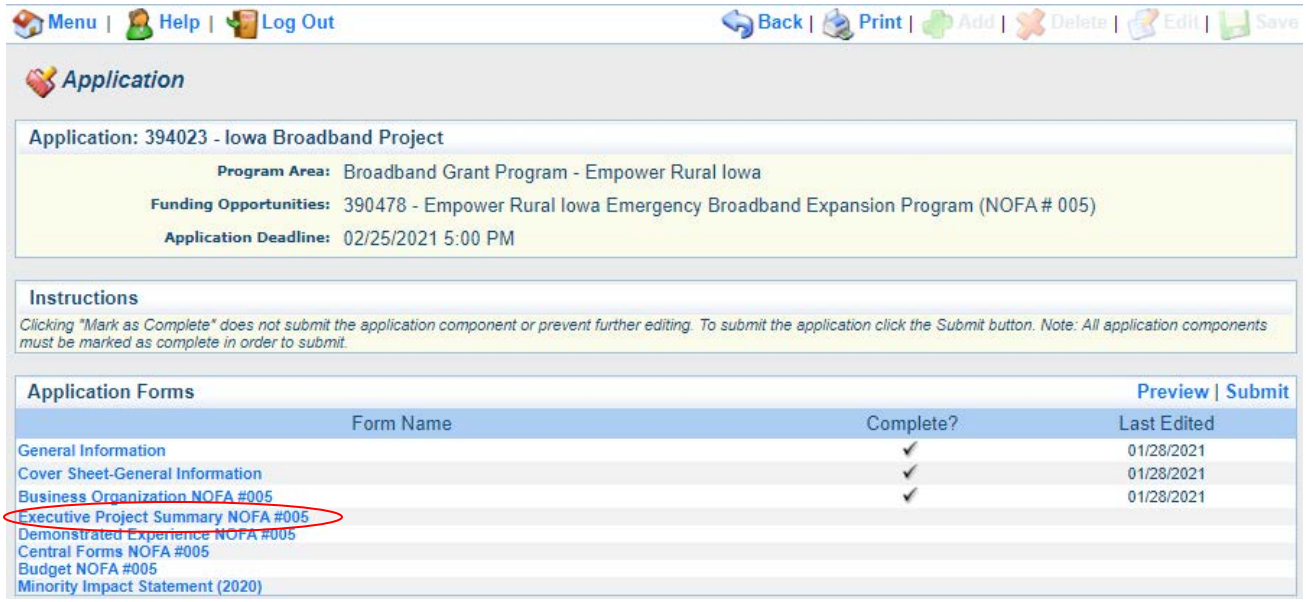
26) Enter the required information concerning the Applicant under the Applicant Business Information Screen. For non-business entities, enter your organization name under Business Legal Name. Upload a Microsoft Word file (Application Number – Applicant Name – Business Organization) containing the Additional Information required at the bottom of the screen using the "Browse..." box provided. For example, this application file will be saved as "394023 – Broadband LTD – Business Organization.docx". Click "Save" at the top of the page when finished.



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.

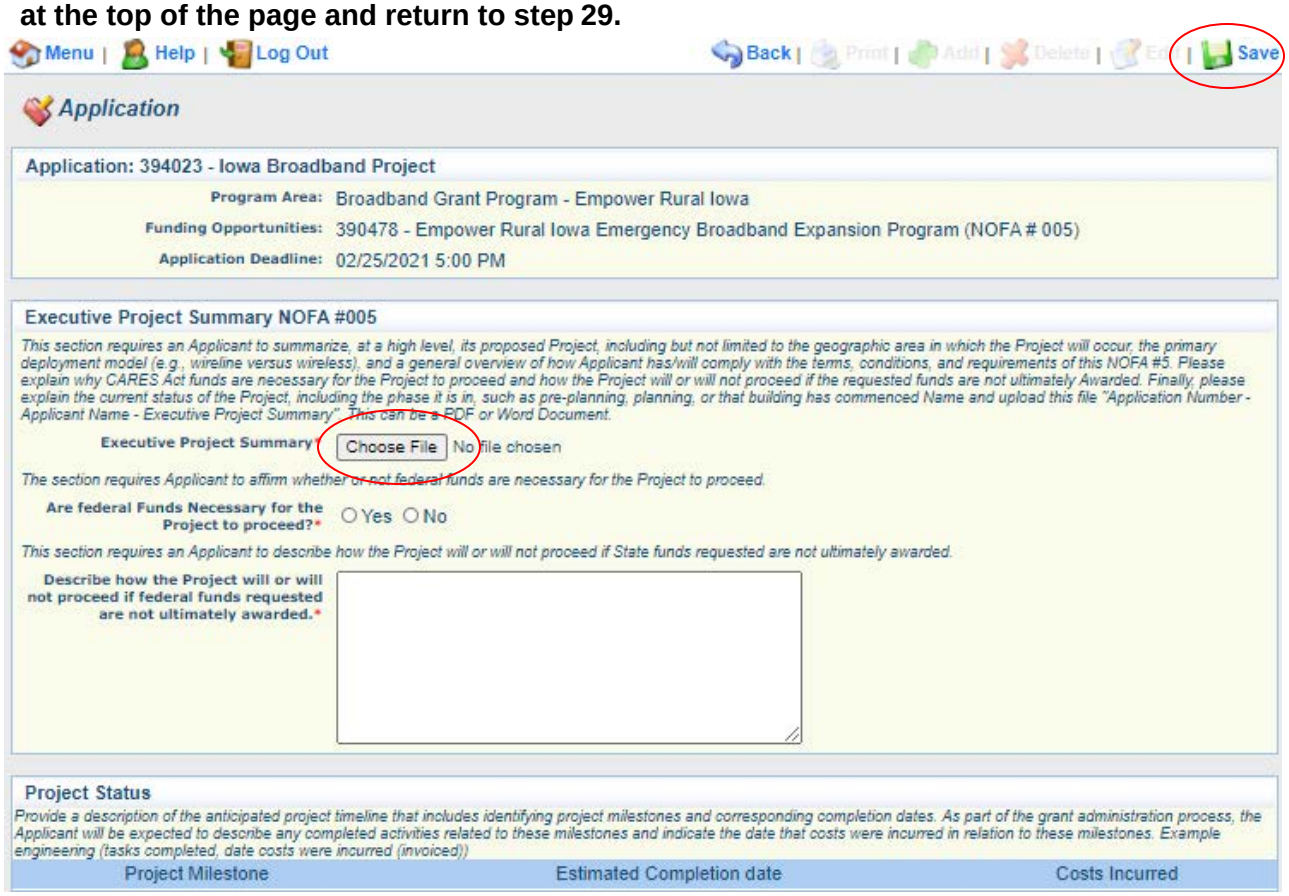


28) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the "Executive Project Summary NOFA #005" link to proceed to the next form.

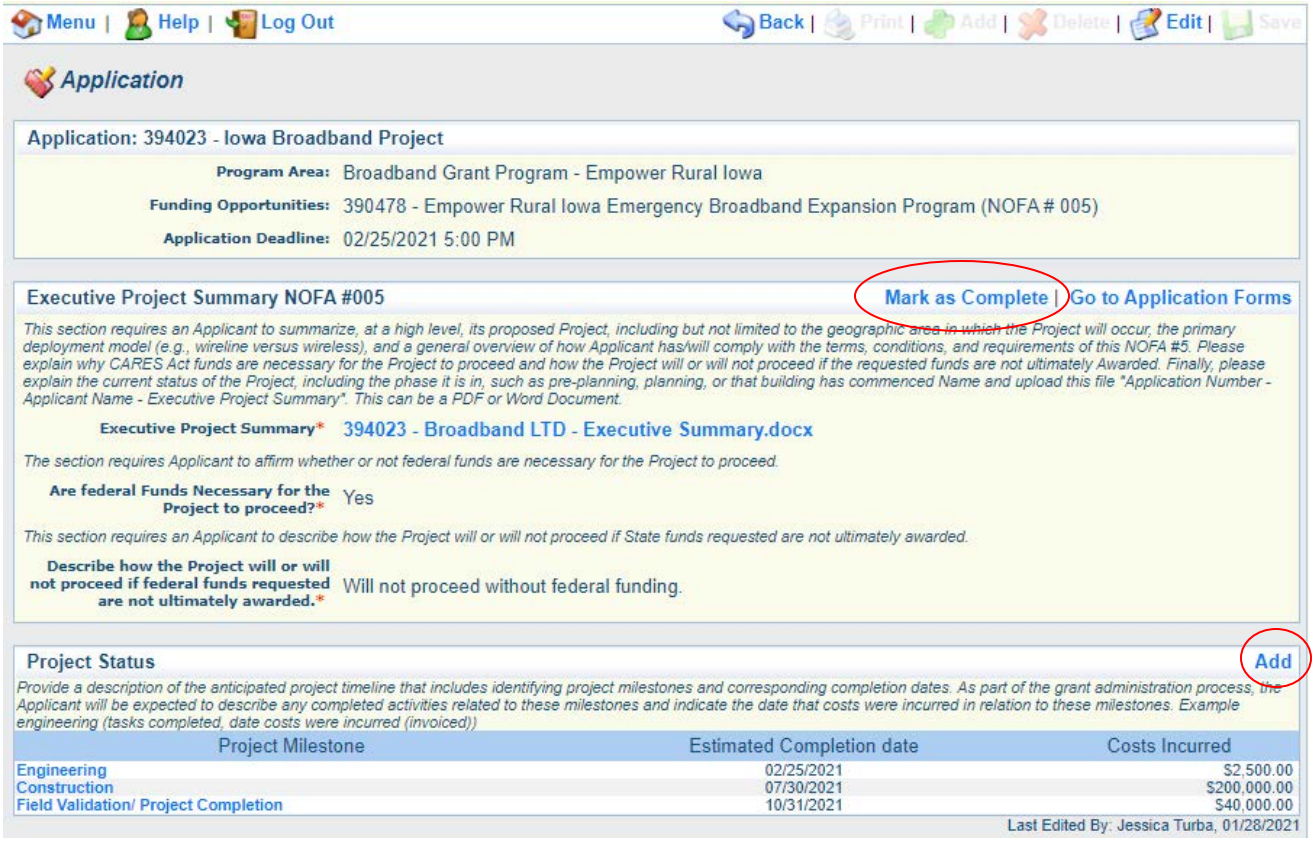


29) The Executive Project Summary - NOFA #005 form is showing. Click the "Edit" button to enter information.

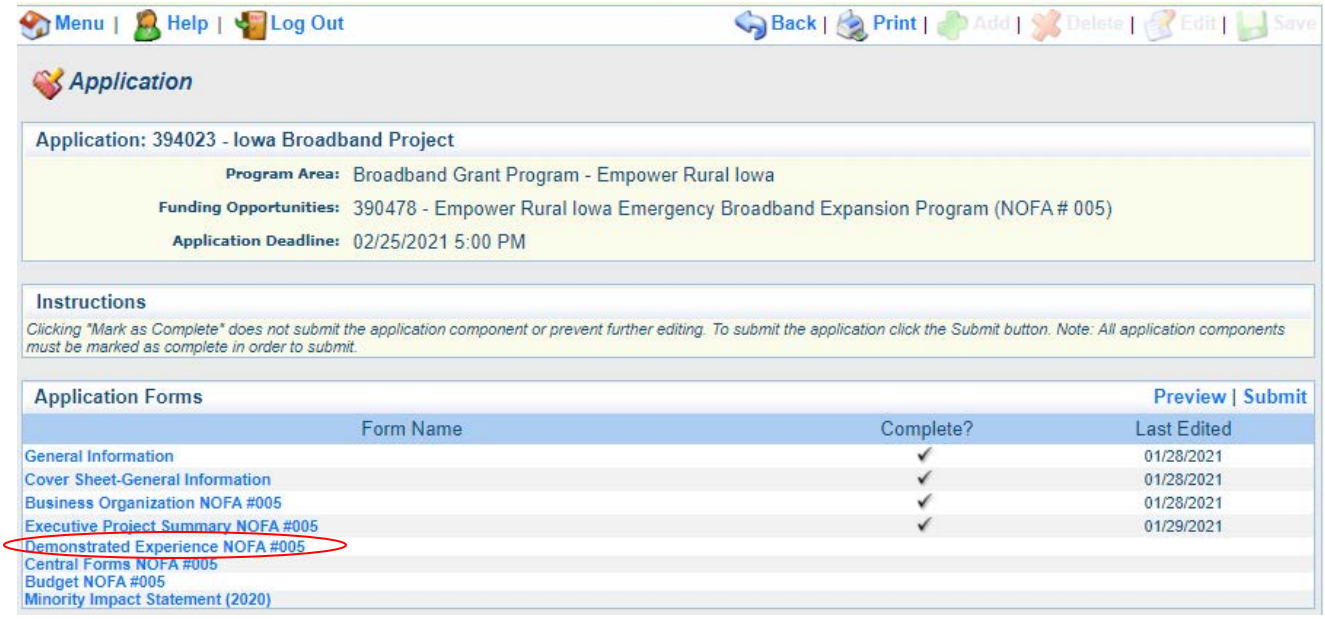
30) Upload a Microsoft Word document (Application Number – Applicant Organization – Executive Project Summary) containing your Executive Project Summary using the "Browse or choose file..." box provided. Additionally, answer all the other questions below. Click "Save" at the top of the page when complete. If you find an error, click Edit at the top of the page and return to step 29.



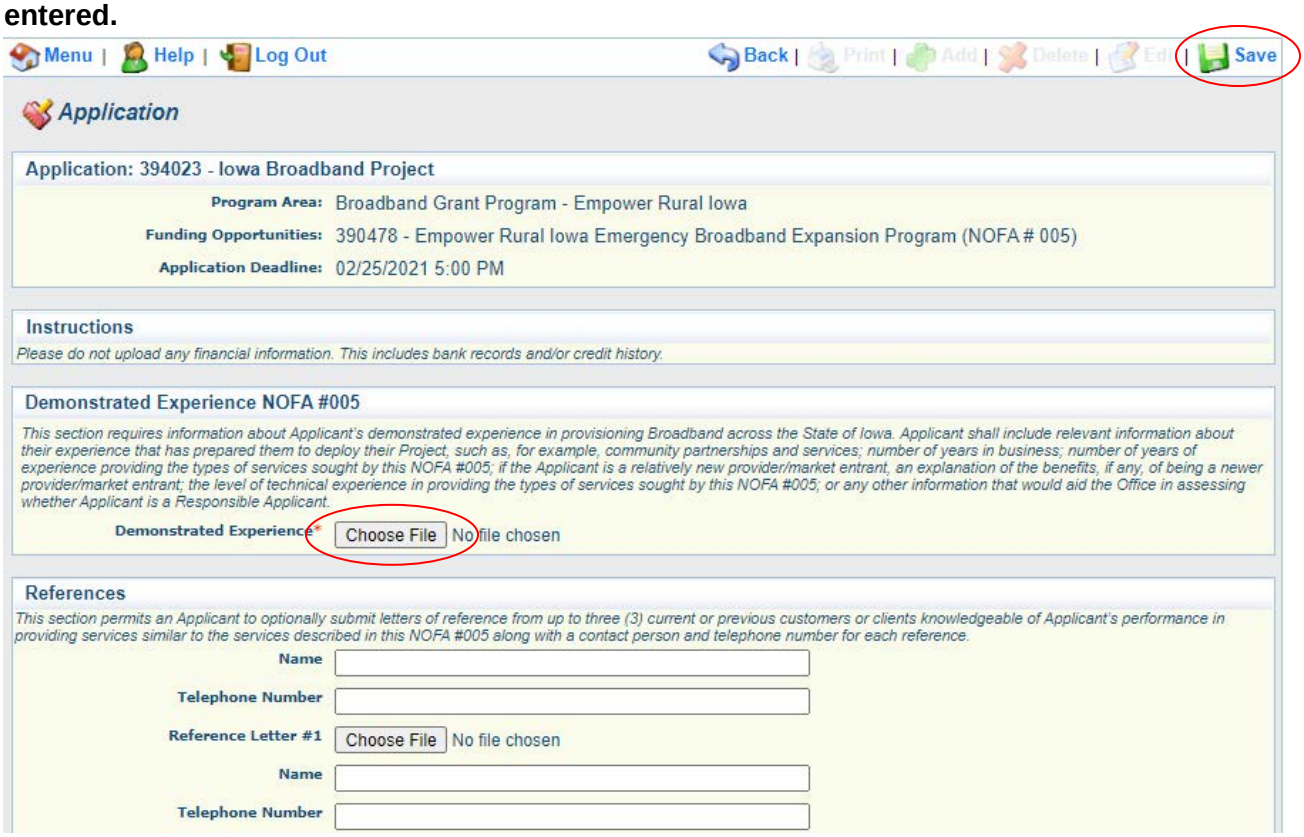
31) Next, click "Add" to enter your project's timeline information. Verify the information is correct and click "Mark as Complete." If you need to edit the Project milestone information, click on the blue link associated with the milestone.



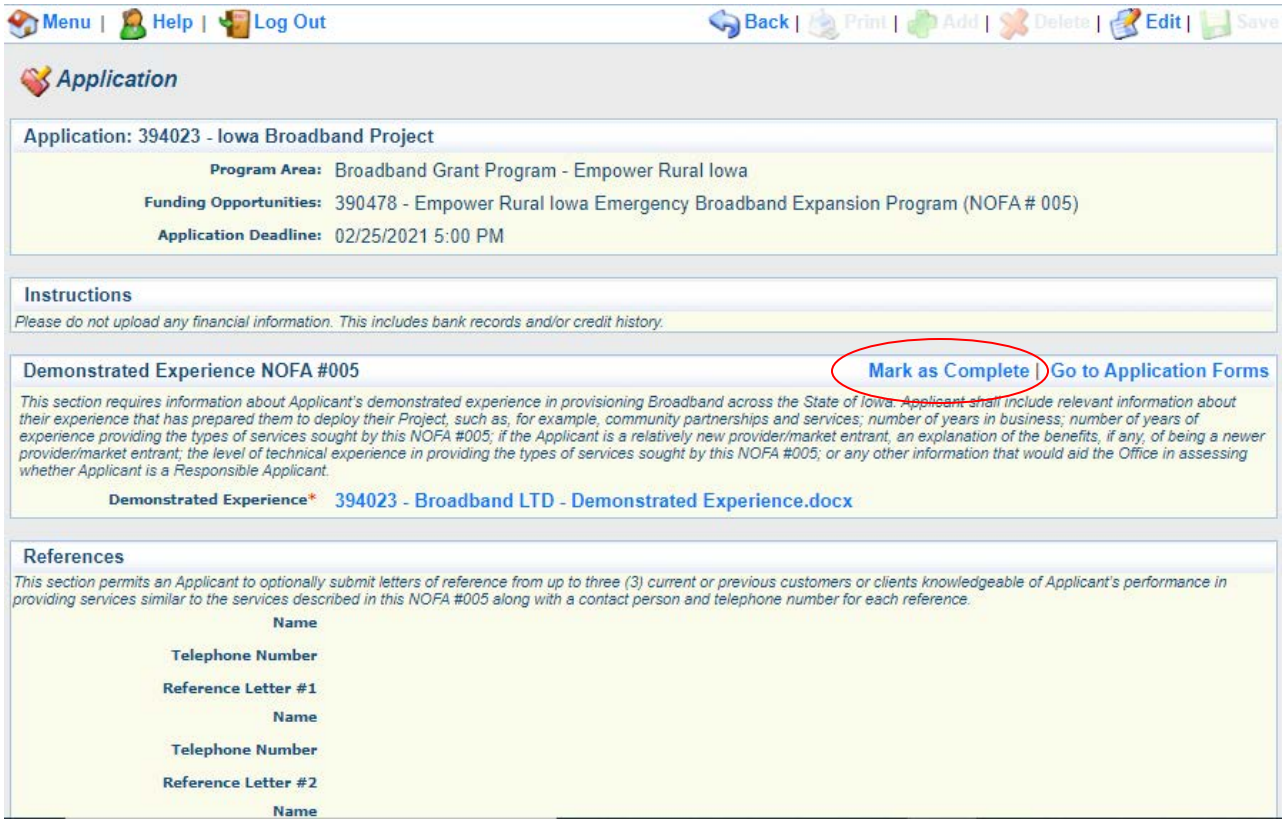
32) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the "Demonstrated Experience NOFA #005" link to proceed to the next form.



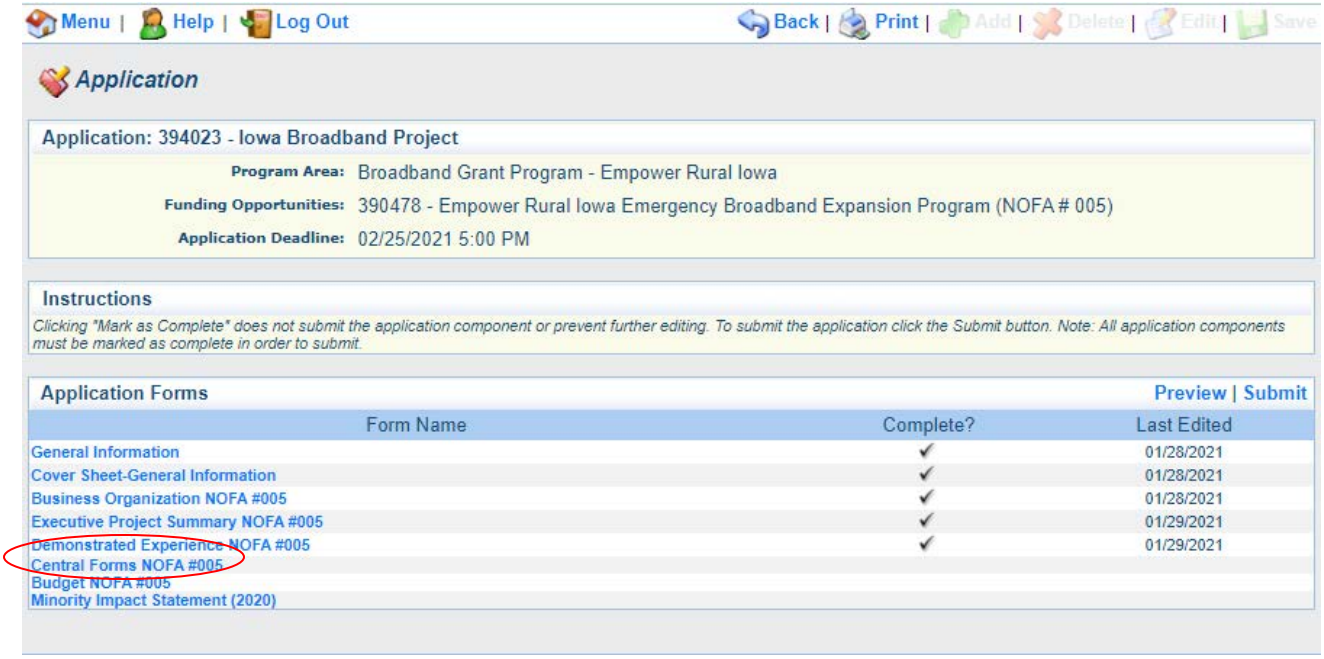
33) The Demonstrated Experience - NOFA #005 form is showing. Depending on the browser you may need to click the "Edit" button to enter information. Click the "Browse or Choose File" button to upload your organization's file (Application Number – Applicant Organization – Demonstrated Experience). Click "Save" once all information is entered.



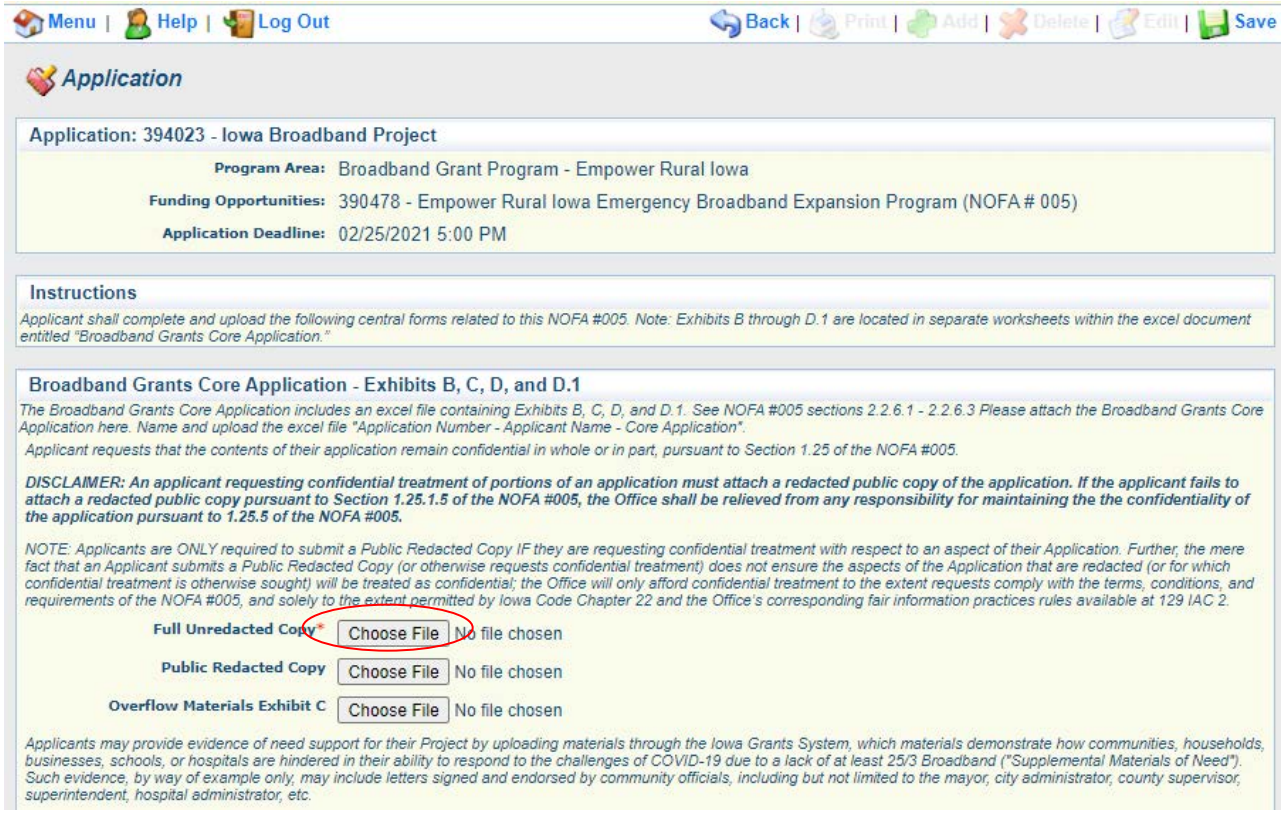
34) Optionally, include customer reference information if desired including any customer reference letters under the References Section. Once all information is entered remember to save your work and Click "Mark as Complete".



35) 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" link to proceed to the next form.

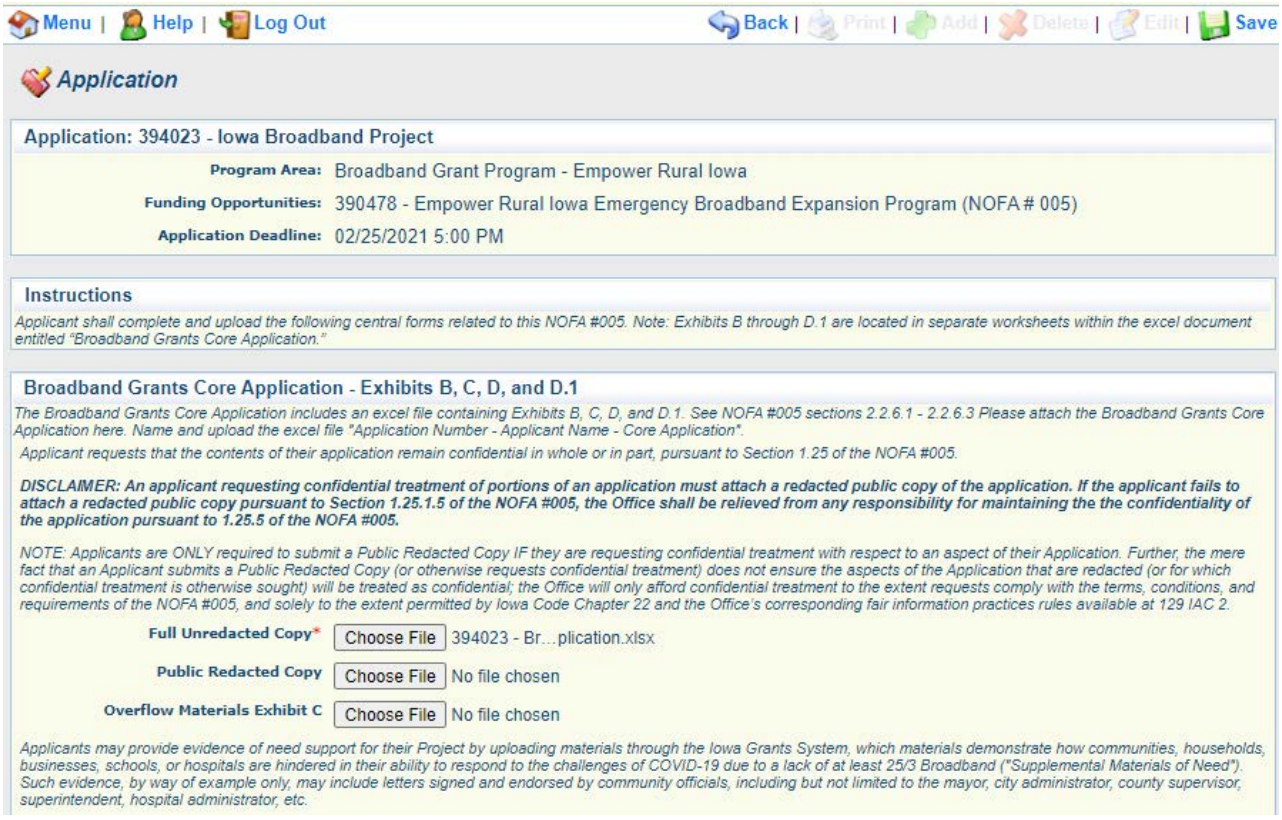


36) The Central Forms - NOFA #005 form is showing. You may select the "Choose File" or "Browse" button to upload your application materials. Depending on your browser you may need to click the "Edit" button.



Anything marked with a red * is a required upload.

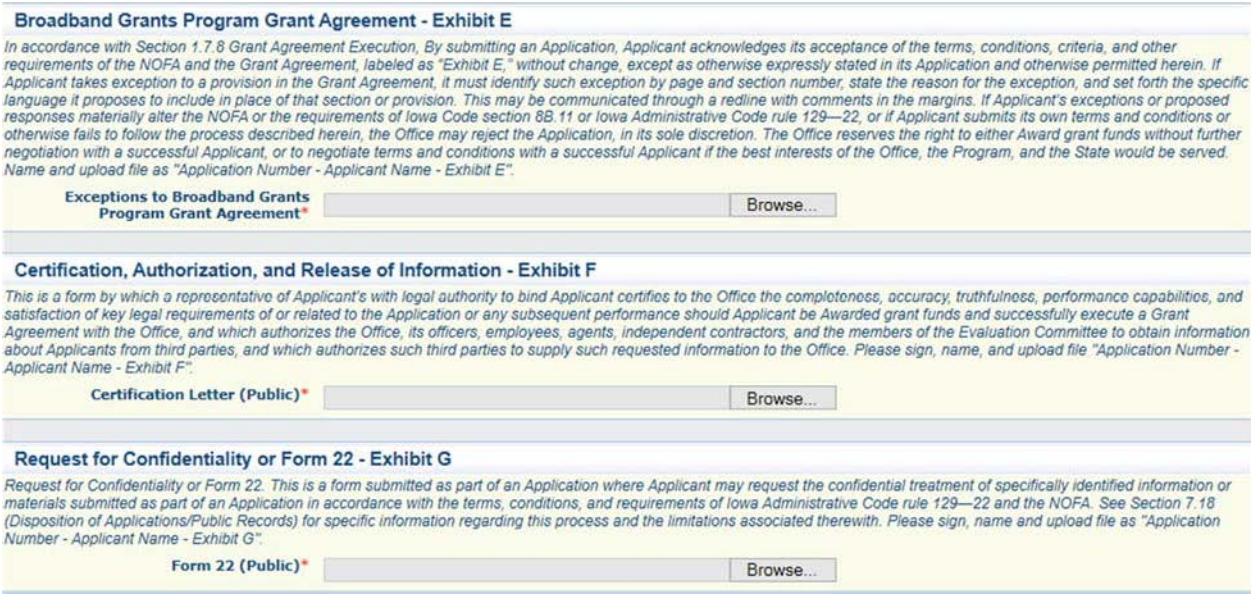
37) Upload the full and unredacted copy of the Broadband Grant Core Application Excel Workbook under Broadband Grants Core Application - Exhibits B, C, D, and D.1. If you are submitting a redacted version of the Broadband Grant Core Application Excel Workbook, you may upload that in the "Public Redacted Copy" upload box provided. The Public Redacted Copy must be in the form of an Adobe PDF file that fully depicts each screen of the Broadband Grants Core Application Excel Workbook with redactions applied to any areas that the Applicant requests be treated as confidential under Iowa Code Chapter 22.



Optionally, attach one upload titled "overflow materials" from Exhibit C of the Core Application and one upload for "Supplemental Materials" that demonstrate how communities, households, businesses, and school districts are hindered in their ability to respond to the challenges of CODVID-19.

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, and solely to the extent permitted by Iowa Code Chapter 22 and the Office's corresponding fair information practices rules available at 129 IAC 2.

38) 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. *"Application Number – Organization Name – Upload Title" (Exhibit E, etc.).*



Broadband Grants Program Grant Agreement - Exhibit E

In accordance with Section 1.7.6 Grant Agreement Execution, By submitting an Application, Applicant acknowledges its acceptance of the terms, conditions, criteria, and other requirements of the NOFA and the Grant Agreement, labeled as "Exhibit E," without change, except as otherwise expressly stated in its Application and otherwise permitted herein. If Applicant takes exception to a provision in the Grant Agreement, it must identify such exception by page and section number, state the reason for the exception, and set forth the specific language it proposes to include in place of that section or provision. This may be communicated through a redline with comments in the margins. If Applicant's exceptions or proposed responses materially alter the NOFA or the requirements of Iowa Code section 8B.11 or Iowa Administrative Code rule 129—22, or if Applicant submits its own terms and conditions or otherwise fails to follow the process described herein, the Office may reject the Application, in its sole discretion. The Office reserves the right to either Award grant funds without further negotiation with a successful Applicant, or to negotiate terms and conditions with a successful Applicant if the best interests of the Office, the Program, and the State would be served. Name and upload file as "Application Number - Applicant Name - Exhibit E".

Exceptions to Broadband Grants Program Grant Agreement* Browse...

Certification, Authorization, and Release of Information - Exhibit F

This is a form by which a representative of Applicant's with legal authority to bind Applicant certifies to the Office the completeness, accuracy, truthfulness, performance capabilities, and satisfaction of key legal requirements of or related to the Application or any subsequent performance should Applicant be Awarded grant funds and successfully execute a Grant Agreement with the Office, and which authorizes the Office, its officers, employees, agents, independent contractors, and the members of the Evaluation Committee to obtain information about Applicants from third parties, and which authorizes such third parties to supply such requested information to the Office. Please sign, name, and upload file "Application Number - Applicant Name - Exhibit F".

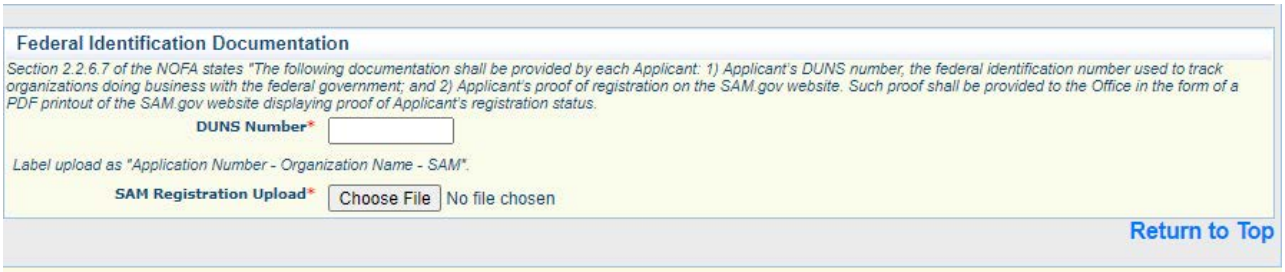
Certification Letter (Public)* Browse...

Request for Confidentiality or Form 22 - Exhibit G

Request for Confidentiality or Form 22. This is a form submitted as part of an Application where Applicant may request the confidential treatment of specifically identified information or materials submitted as part of an Application in accordance with the terms, conditions, and requirements of Iowa Administrative Code rule 129—22 and the NOFA. See Section 7.18 (Disposition of Applications/Public Records) for specific information regarding this process and the limitations associated therewith. Please sign, name and upload file as "Application Number - Applicant Name - Exhibit G".

Form 22 (Public)* Browse...

NEW***



Federal Identification Documentation

Section 2.2.6.7 of the NOFA states "The following documentation shall be provided by each Applicant: 1) Applicant's DUNS number, the federal identification number used to track organizations doing business with the federal government; and 2) Applicant's proof of registration on the SAM.gov website. Such proof shall be provided to the Office in the form of a PDF printout of the SAM.gov website displaying proof of Applicant's registration status.

DUNS Number*

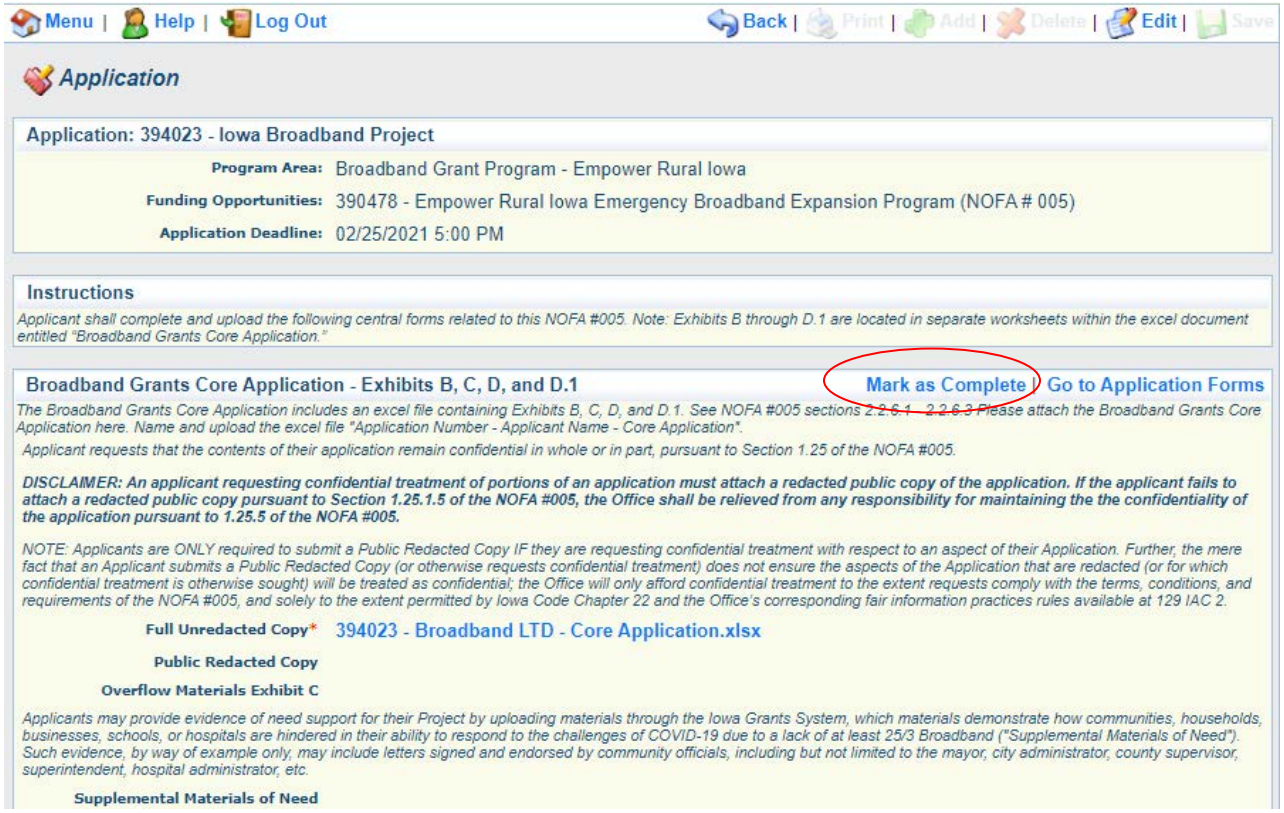
Label upload as "Application Number - Organization Name - SAM".

SAM Registration Upload* Choose File No file chosen

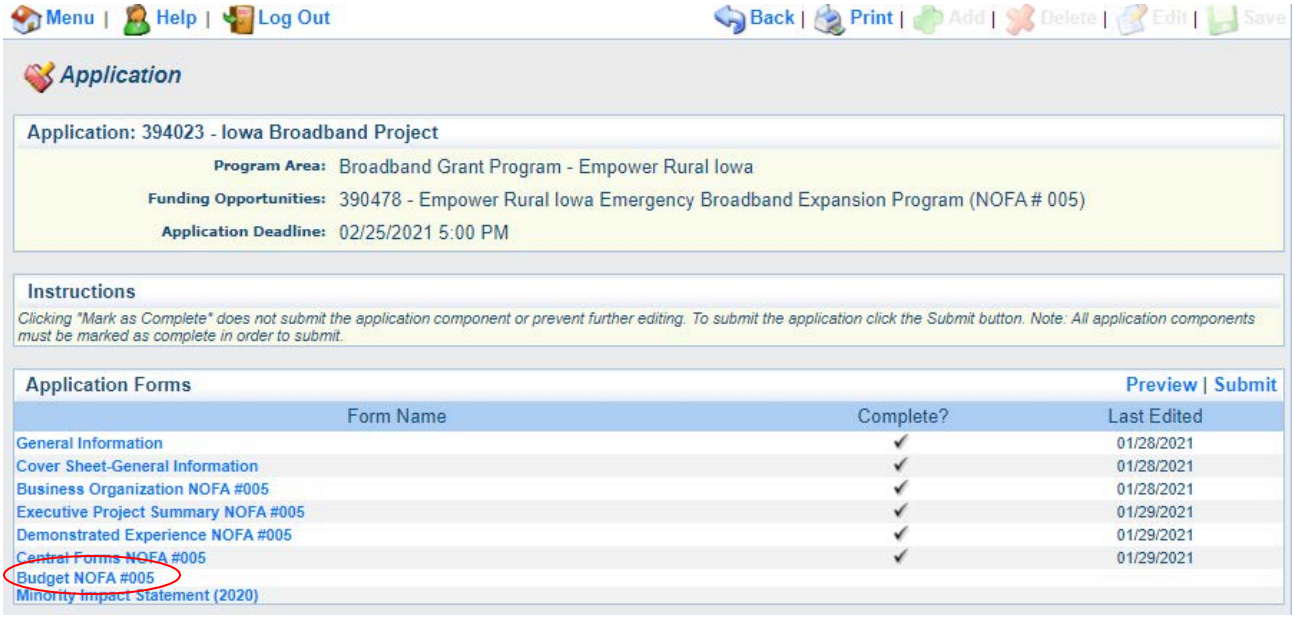
Return to Top

Enter in your organization's DUNS number and upload a PDF document that displays your organization's "Active" status on the SAM.gov website.

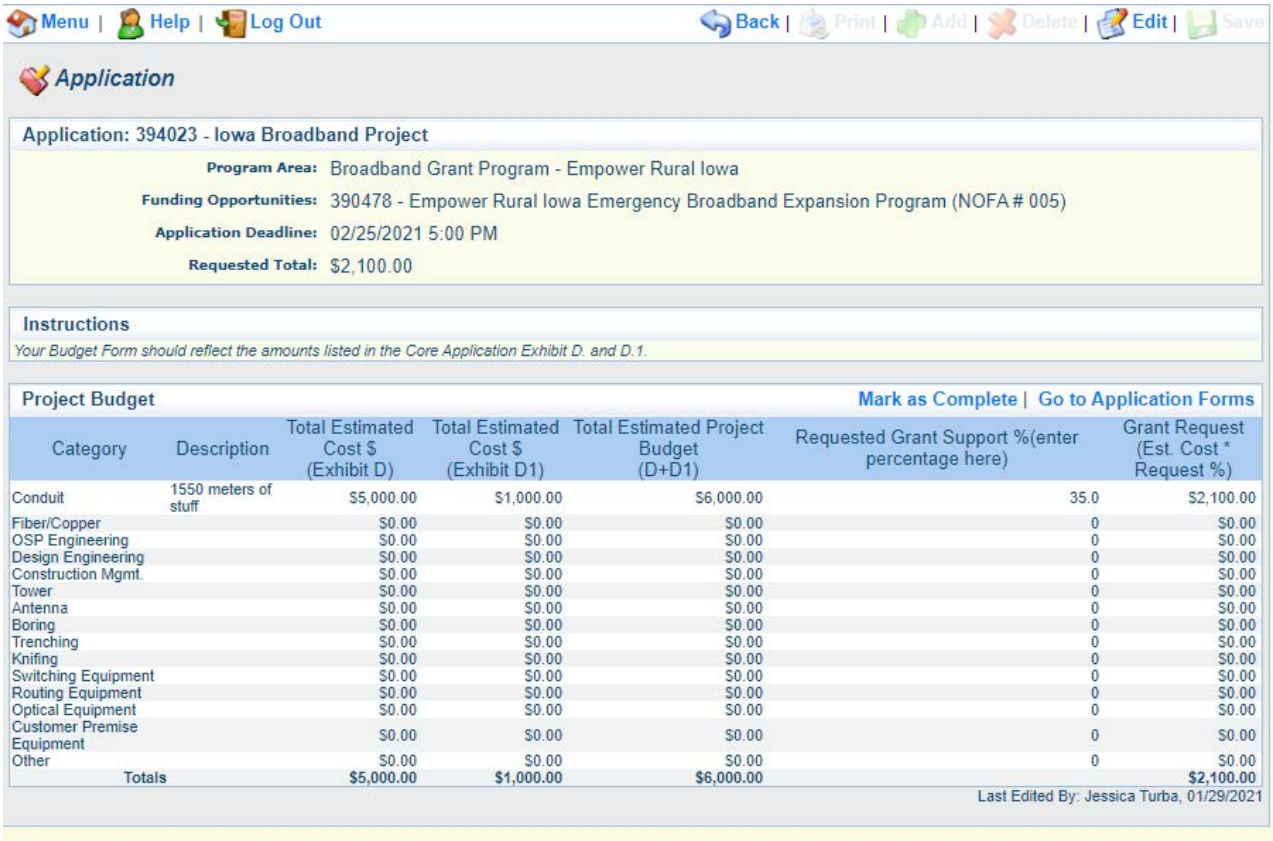
39) Verify all of the forms are uploaded. Click "Save" at the top of the screen and then click "Mark as Complete".



40) 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 #005" link to proceed to the next form.



41) The Budget Form- NOFA #005 form is showing. Depending on your browser, you may need to click the "Edit" button to enter information. Please reference your Core Application Exhibit D and D.1. for this form.



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

Application

Application: 394023 - Iowa Broadband Project

Program Area: Broadband Grant Program - Empower Rural Iowa
Funding Opportunities: 390478 - Empower Rural Iowa Emergency Broadband Expansion Program (NOFA # 005)
Application Deadline: 02/25/2021 5:00 PM
Requested Total: $2,100.00

Instructions

Your Budget Form should reflect the amounts listed in the Core Application Exhibit D. and D.1.

Project Budget Mark as Complete | Go to Application Forms

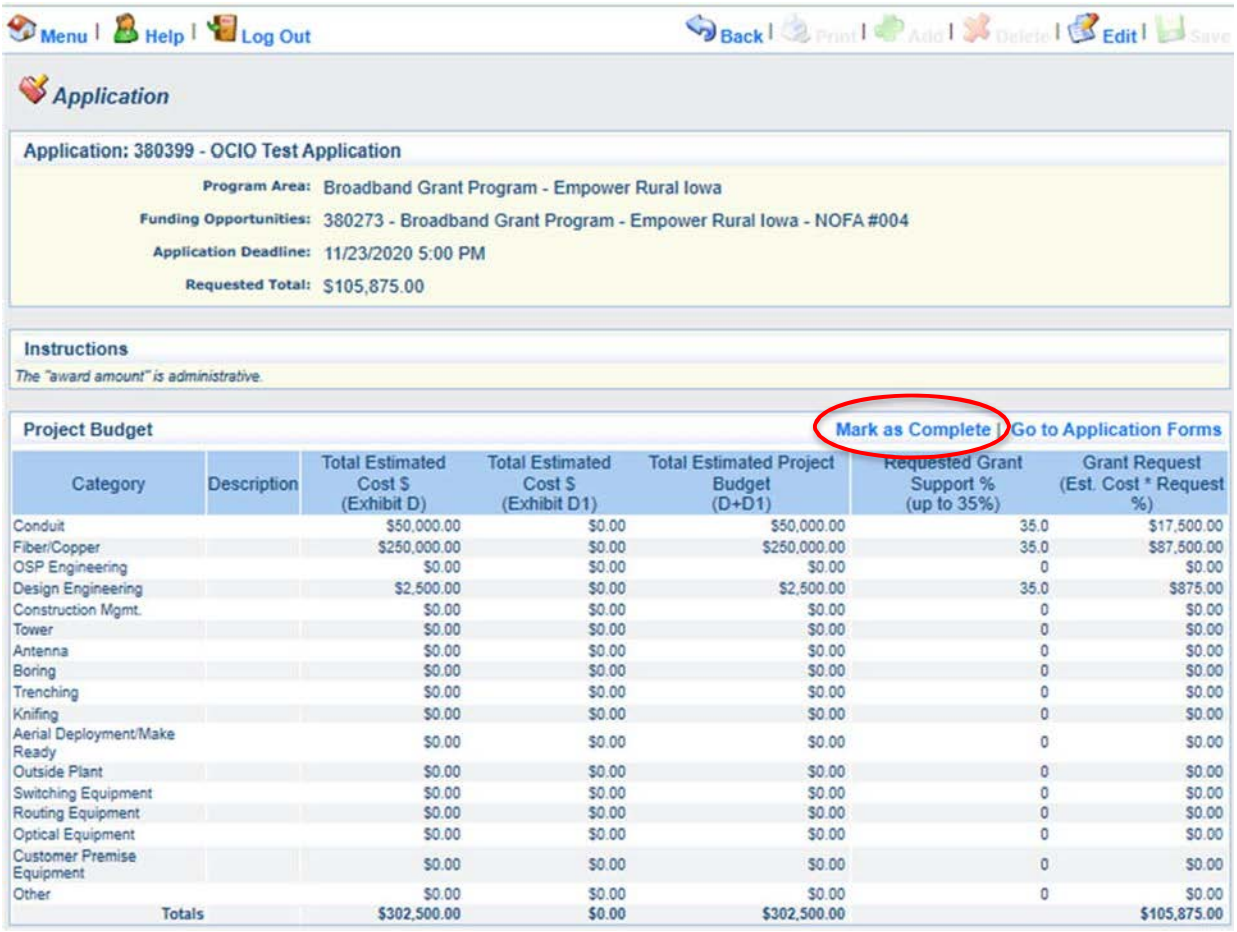
Category	Description	Total Estimated Cost $ (Exhibit D)	Total Estimated Cost $ (Exhibit D1)	Total Estimated Project Budget (D+D1)	Requested Grant Support %(enter percentage here)	Grant Request (Est. Cost * Request %)
Conduit	1550 meters of stuff	$5,000.00	$1,000.00	$6,000.00	35.0	$2,100.00
Fiber/Copper		$0.00	$0.00	$0.00	0	$0.00
OSP Engineering		$0.00	$0.00	$0.00	0	$0.00
Design Engineering		$0.00	$0.00	$0.00	0	$0.00
Construction Mgmt.		$0.00	$0.00	$0.00	0	$0.00
Tower		$0.00	$0.00	$0.00	0	$0.00
Antenna		$0.00	$0.00	$0.00	0	$0.00
Boring		$0.00	$0.00	$0.00	0	$0.00
Trenching		$0.00	$0.00	$0.00	0	$0.00
Knifing		$0.00	$0.00	$0.00	0	$0.00
Switching Equipment		$0.00	$0.00	$0.00	0	$0.00
Routing Equipment		$0.00	$0.00	$0.00	0	$0.00
Optical Equipment		$0.00	$0.00	$0.00	0	$0.00
Customer Premise Equipment		$0.00	$0.00	$0.00	0	$0.00
Other		$0.00	$0.00	$0.00	0	$0.00
Totals		$5,000.00	$1,000.00	$6,000.00		$2,100.00

Last Edited By: Jessica Turba, 01/29/2021

The "Requested Grant Support" column is a percentage that is auto-populated on your budget plan (Exhibit D & D.1 of the Core Application) based on the project's facilitated speed. Enter a number in this column, do not enter a percentage sign or anything other than the number from your budget plan. See example "35" entered above that is used to calculate the "Grant Request" column.

**If there is a discrepancy between the Iowa Grants Budget Form -NOFA #005 and the Core Application Exhibit D. and Exhibit D.1, the Office will assume the Exhibit D. and Exhibit D.1 forms are correct.

42) Verify the information submitted under the Budget Form is correct and click "Mark As Complete."



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

Application

Application: 380399 - OCIO Test Application

Program Area: Broadband Grant Program - Empower Rural Iowa
Funding Opportunities: 380273 - Broadband Grant Program - Empower Rural Iowa - NOFA #004
Application Deadline: 11/23/2020 5:00 PM
Requested Total: $105,875.00

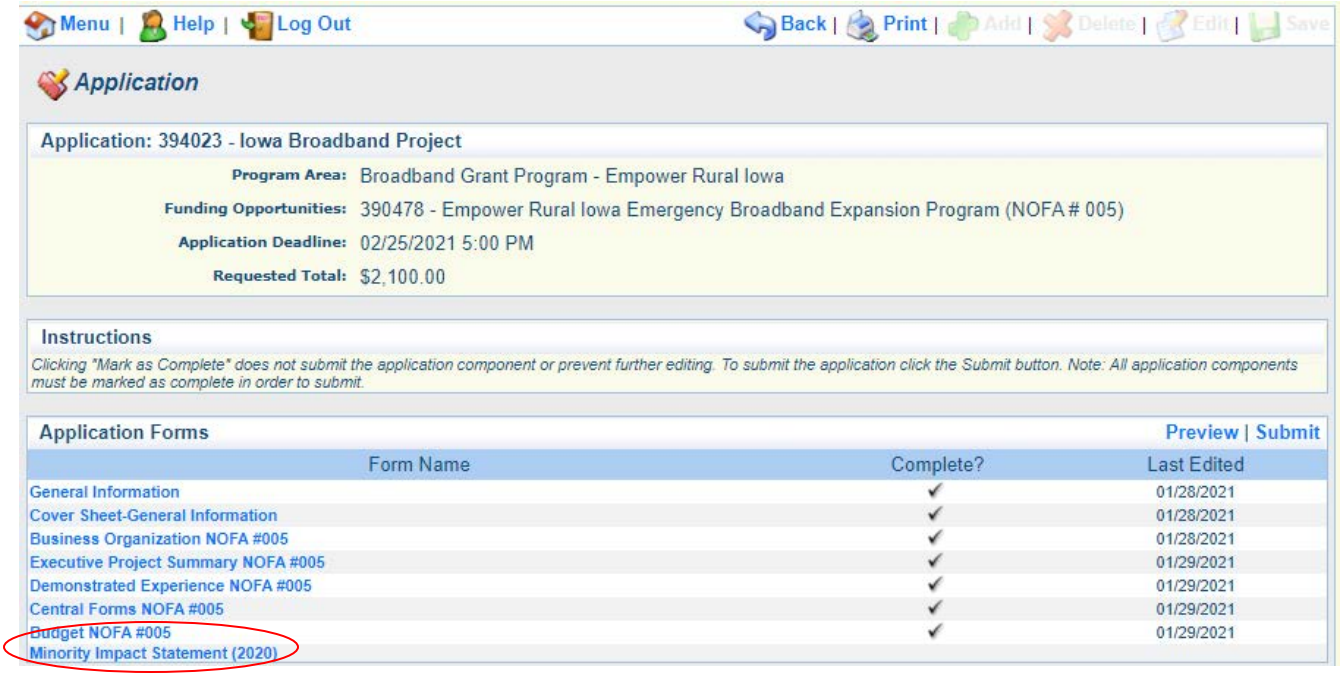
Instructions

The "award amount" is administrative.

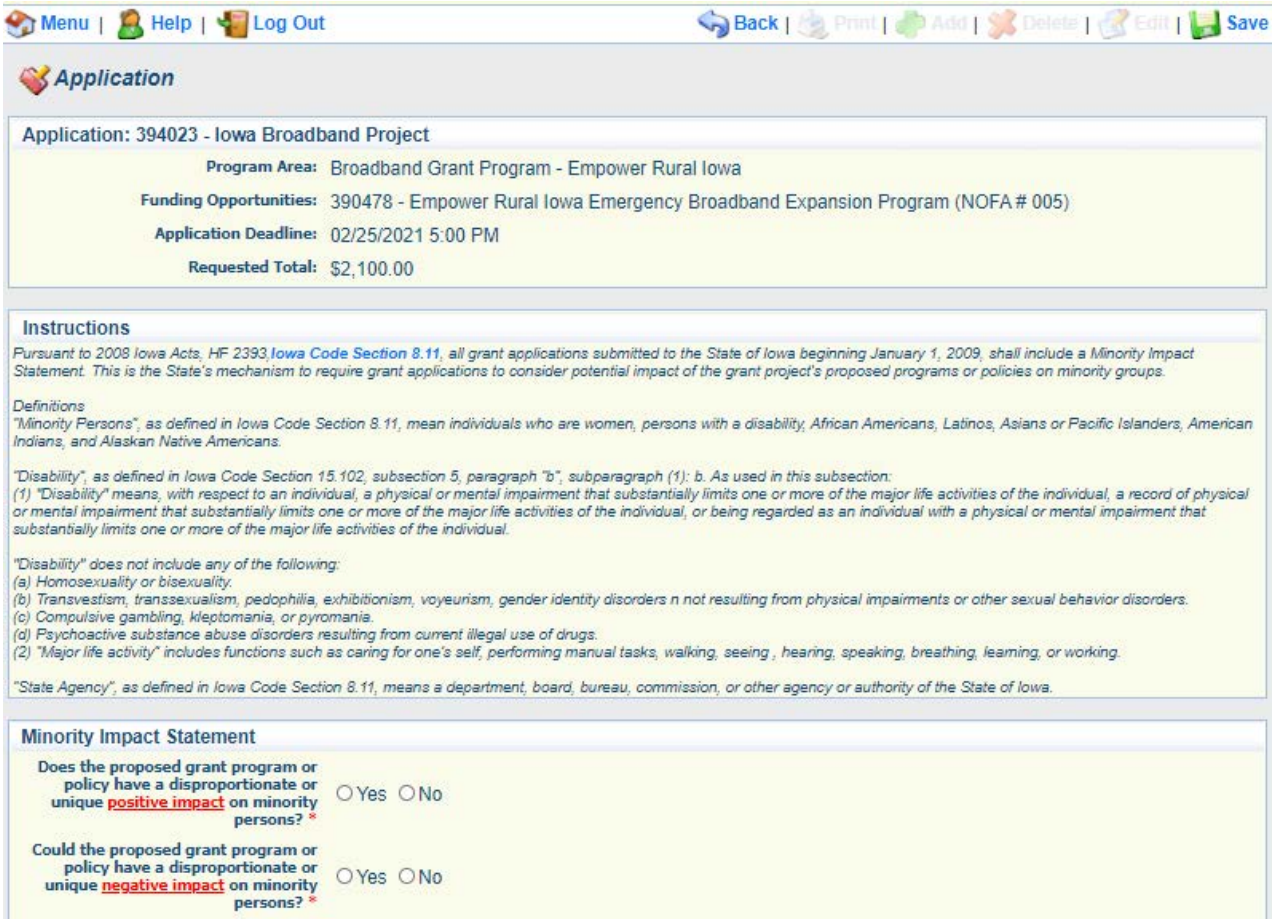
Project Budget Mark as Complete | Go to Application Forms

Category	Description	Total Estimated Cost $ (Exhibit D)	Total Estimated Cost $ (Exhibit D1)	Total Estimated Project Budget (D+D1)	Requested Grant Support % (up to 35%)	Grant Request (Est. Cost * Request %)
Conduit		$50,000.00	$0.00	$50,000.00	35.0	$17,500.00
Fiber/Copper		$250,000.00	$0.00	$250,000.00	35.0	$87,500.00
OSP Engineering		$0.00	$0.00	$0.00	0	$0.00
Design Engineering		$2,500.00	$0.00	$2,500.00	35.0	$875.00
Construction Mgmt.		$0.00	$0.00	$0.00	0	$0.00
Tower		$0.00	$0.00	$0.00	0	$0.00
Antenna		$0.00	$0.00	$0.00	0	$0.00
Boring		$0.00	$0.00	$0.00	0	$0.00
Trenching		$0.00	$0.00	$0.00	0	$0.00
Knifing		$0.00	$0.00	$0.00	0	$0.00
Aerial Deployment/Make Ready		$0.00	$0.00	$0.00	0	$0.00
Outside Plant		$0.00	$0.00	$0.00	0	$0.00
Switching Equipment		$0.00	$0.00	$0.00	0	$0.00
Routing Equipment		$0.00	$0.00	$0.00	0	$0.00
Optical Equipment		$0.00	$0.00	$0.00	0	$0.00
Customer Premise Equipment		$0.00	$0.00	$0.00	0	$0.00
Other		$0.00	$0.00	$0.00	0	$0.00
Totals		**$302,500.00**	**$0.00**	**$302,500.00**		**$105,875.00**

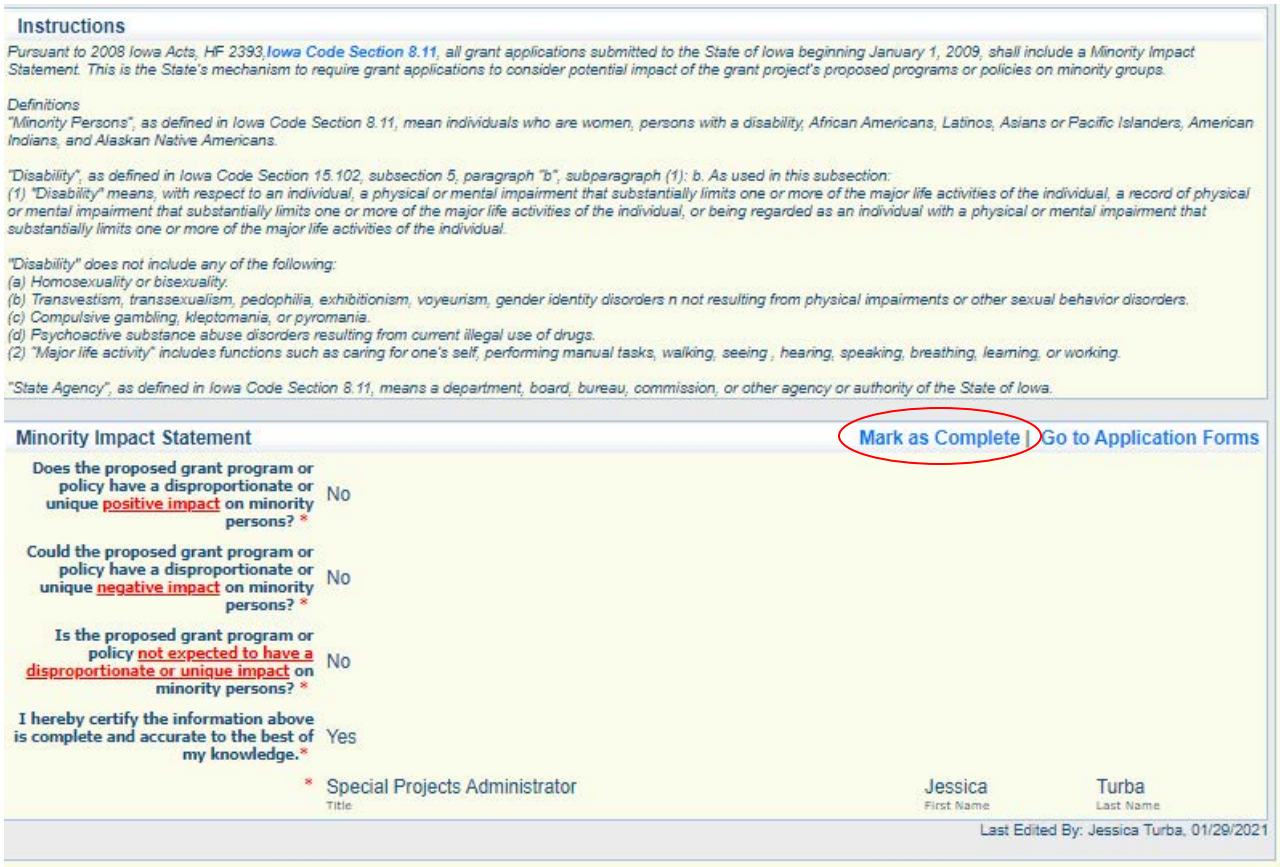
43)The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the "Minority Impact Statement" link to proceed to the next form.



44) Enter the information required under the Minority Impact Statement section. Click "Save" at the top of the page when completed.



45) 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 36.



Instructions

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

Definitions
"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, African Americans, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1): b. As used in this subsection:
(1) "Disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:
(a) Homosexuality or bisexuality.
(b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders n not resulting from physical impairments or other sexual behavior disorders.
(c) Compulsive gambling, kleptomania, or pyromania.
(d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.
(2) "Major life activity" includes functions such as caring for one's self, performing manual tasks, walking, seeing , hearing, speaking, breathing, learning, or working.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

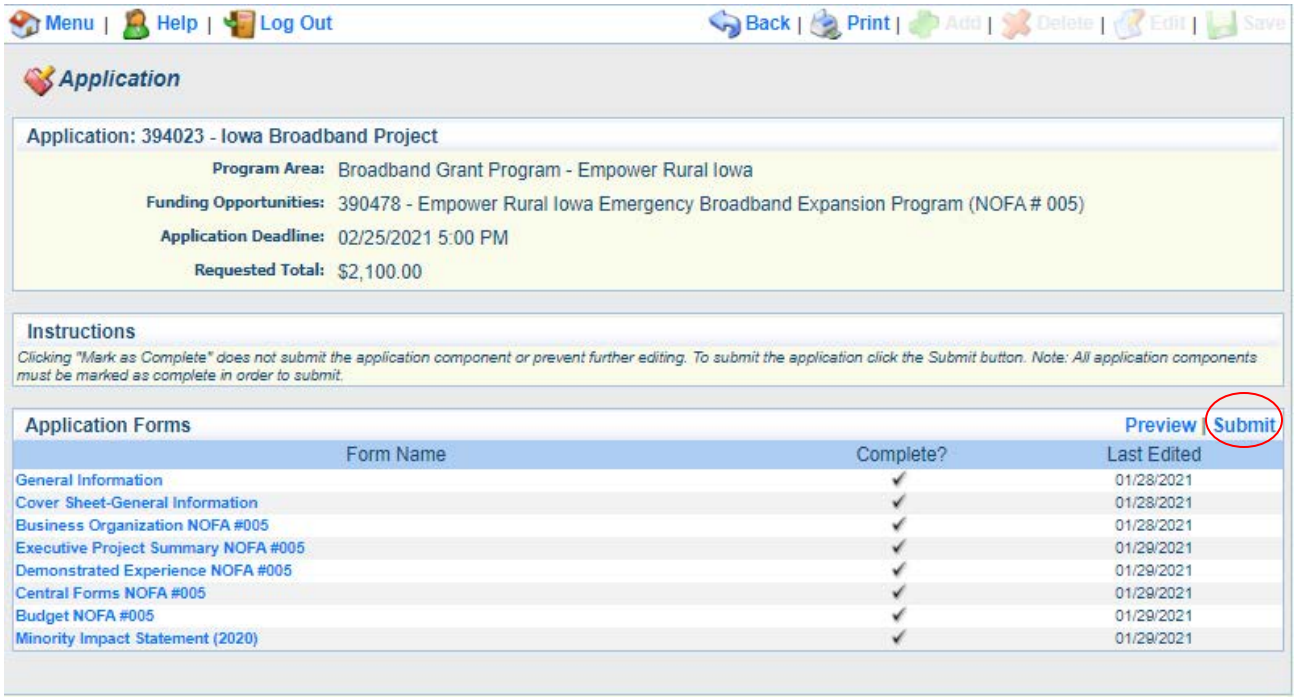
Minority Impact Statement — Mark as Complete | Go to Application Forms

Does the proposed grant program or policy have a disproportionate or unique positive impact on minority persons? *	No
Could the proposed grant program or policy have a disproportionate or unique negative impact on minority persons? *	No
Is the proposed grant program or policy not expected to have a disproportionate or unique impact on minority persons? *	No
I hereby certify the information above is complete and accurate to the best of my knowledge.*	Yes

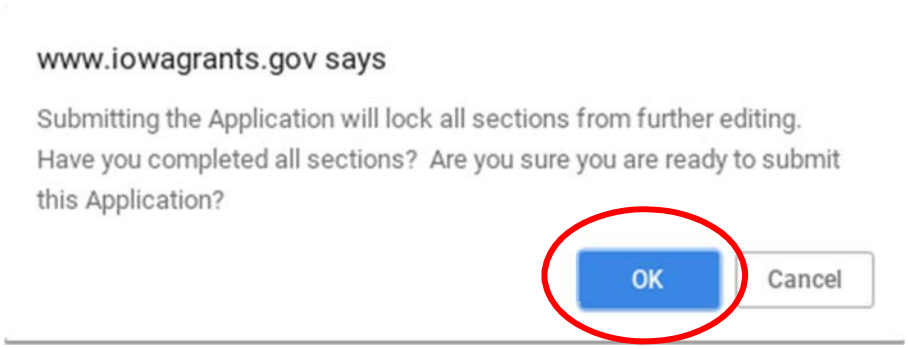
* Special Projects Administrator (Title) — Jessica (First Name) — Turba (Last Name)

Last Edited By: Jessica Turba, 01/29/2021

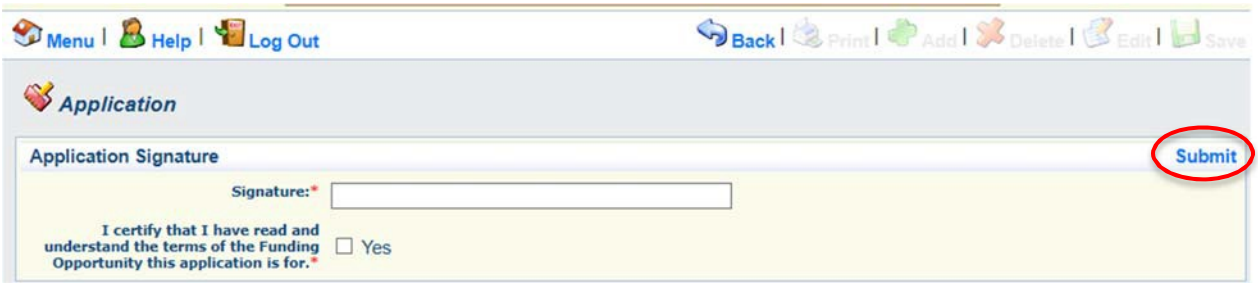
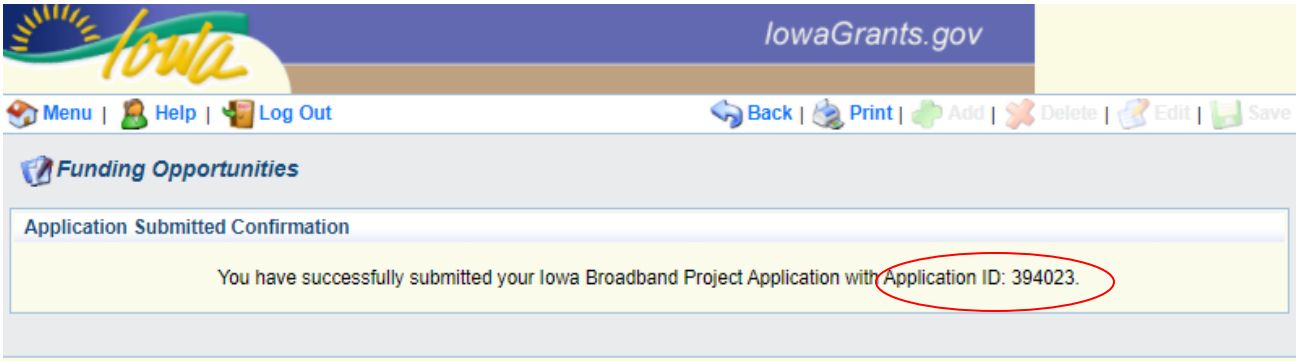
46) The list of application forms will now appear. Verify that all forms have a checkmark in the "Complete" column. You may revisit any form by clicking on the link provided in the "Form Name" column. Click on the "Submit" link to submit the form.



47) 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.



48) Enter your Signature and check the certification checkbox under the Application Signature section. Click "Submit" when complete.



49) 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.