

**STATE OF IOWA**

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KIM REYNOLDS, GOVERNOR

ADAM GREGG, LT. GOVERNOR

**OFFICE OF THE CHIEF INFORMATION OFFICER  
OF THE STATE OF IOWA (“OFFICE”)**

**Broadband Grants Program—Empower Rural Iowa, Capital Projects  
Fund Funds (“CPF”)**

**IOWA GRANTS REGISTRATION AND APPLICATION  
INSTRUCTIONS (“NOFA”) #008**

**(Exhibit J)**

## Table of Contents

Account Creation – Iowa Grants System.....	3
Application - General Information.....	5
Business Organization NOFA #008.....	9
Demonstrated Experience NOFA #008.....	12
Minority Impact Statement.....	13
Executive Project Summary NOFA #008.....	14
Central Forms NOFA #008.....	15
Budget NOFA #008.....	18
Product Pricing Form NOFA #008.....	20
Resources.....	23

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

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](mailto:ociogrants@iowa.gov).

### Account Creation – Iowa Grants System

- 1) Go to <http://www.iowagrants.gov/>.
  - a) If you do not already have an account, click the link to the Login Instructions and follow them to create a new account. Note that this process is not inherently intuitive, so be sure to follow the instruction exactly. If you already have an account, continue to Step 2.

The screenshot shows the Iowa Grants System login page. The header includes the Iowa Grants logo and the text "Welcome to IowaGrants.gov". The main content area is divided into two columns. The left column has a "Login" heading and three sections: "IowaGrants Users Click Here To Login" with a blue button "Click Here to Access Single Sign On Tool", "Interested in the current posted Opportunities?" with a blue button "View Current Funding Opportunities", and a disabled section "DISABLED (IOWA USERS DO NOT USE)" with input fields for "User ID" and "Password" and a "SIGN IN" button. The right column has an "Announcements" section with a yellow header "\*\*\* NEW SYSTEM LOGIN PROCESS FOR ALL USERS \*\*\*" and text explaining that users must use the Single Sign On Tool. A red circle highlights the "Click Here to Access Single Sign On Tool" button.

- 2) Log in by clicking the “Access Single Sign On Tool” button and enter the username and password you created.

This screenshot is identical to the previous one, showing the Iowa Grants System login page. The red circle highlighting the "Click Here to Access Single Sign On Tool" button is more prominent.

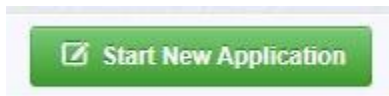
3) Click on “Funding Opportunities.”



4) Click “Empower Rural Iowa – Capital Projects Fund NOFA #008.”

ID	Status	Title
255758	Closed	Broadband Grant Program - Connect Every Iowan
324138	Closed	Broadband Grant Program - Empower Rural Iowa - NOFA #002
365549	Closed	Empower Rural Iowa Emergency Broadband Expansion Program (NOFA #003)
380273	Closed	Broadband Grant Program - Empower Rural Iowa - NOFA #004
390478	Closed	Empower Rural Iowa Emergency Broadband Expansion Program (NOFA # 005)
409811	Closed	Broadband Grant Program - Empower Rural Iowa - NOFA #006
427424	Closed	Empower Rural Iowa, Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)-NOFA #007
512252	Test	Empower Rural Iowa - Capital Projects Fund NOFA #008
498157	Closed	Invitation to Qualify (ITQ) Broadband Intervention Zones

5) A description of the grant program will appear. Click “Start a New Application” in the top-right of the screen.



## Application - General Information

- 6) **Application Title/Primary Contact**
  - a) **Enter your Application Title**
  - b) **Select the Primary Contact**
  - c) **Click “Save Form Information” to proceed to the next step.**

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title:

Primary Contact: Greg Loebe ▾

Organization:

Additional Applicants:

- 7) **Organization**
  - a) **Select the Organization with whom the grant will be associated and click “Save Form Information” to proceed to the next step.**
    - i) **The Organization selected here will be the Organization required to submit requests for reimbursement as part of the Grant Reimbursement Request Process.**

**Application - General Information** Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 518528

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunity: 512252-Empower Rural Iowa - Capital Projects Fund NOFA #008

Application Stage: Final Application

Application Status: Editing

Application Title:

Primary Contact: Greg Loebe

Organization: FG ▾

Additional Applicants:

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

### 8) Additional Applicants

- a) Enter any Additional Applicants and click “Save Form Information” to proceed to the next step.
  - i) **Note: Additional applicants must be set up to your organization in the IA Grants system before they can be added here.**

The screenshot shows the 'Application - General Information' form. At the top right is a green 'Save Form Information' button. Below the title is a light blue box with instructions: 'The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.' The form fields are: Application ID: 518528; Program Area\*: Broadband Grant Program - Empower Rural Iowa; Funding Opportunity\*: 512252-Empower Rural Iowa - Capital Projects Fund NOFA #008; Application Stage\*: Final Application; Application Status\*: Editing; Application Title\*: Test Project (text input); Primary Contact\*: Greg Loebe; Organization\*: FG. Below these is a note: 'Select any additional contacts who are in your organization that will be accessing this grant.' The 'Additional Applicants' field is circled in red and contains a button labeled 'Additional Applic'.

**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](mailto:ociogrants@iowa.gov) and a staff member will provide additional assistance.**

**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, titled 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 fully completed Application is submitted for each Project in response to this NOFA.

### 9) A list of application forms will now appear.

- a) Applicants must complete each form provided in the list under Application Details.
  - i) Details about each of these Application Forms are available in Section 2.2 of Exhibit A - Notice of Funding Availability (NOFA).

## Cover Sheet – General Information

- 10) To continue, click on “Cover Sheet - General Information,” to proceed to the next form.

The screenshot shows the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Alert History', and 'Map'. Below the navigation bar is a red banner with the text 'Application cannot be Submitted Currently' and a bullet point 'Application components are not complete'. A table below lists various components and their completion status:

Component	Complete?
General Information	✓
Cover Sheet-General Information	
Business Organization NOFA #008	
Demonstrated Experience NOFA #008	
Minority Impact Statement	
Executive Project Summary NOFA #008	
Central Forms NOFA #008	
Budget NOFA #008	
Product Pricing Form NOFA #008	

- 11) Enter the Authorized Official information requested on the Form.
- a) The Authorized Official is the person who is authorized to respond to inquiries and make binding decisions on behalf of an Applicant regarding an Application or Grant Agreement.
- i) This can be the individual who created the Iowa Grants account or another person.

The screenshot shows the 'Cover Sheet-General Information' form with a 'Save Form' button in the top right corner. The 'Authorized Official' section contains the following fields:

- Name:
- Title:
- Organization:
- Address:
- City/State/Zip:  Iowa
- Telephone Number:
- E-Mail:



## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

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

**Fiscal Officer/Agent**

Please enter the "Fiscal Officer" for your Organization.

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

Name\*

Title

Organization

Address

City/State/Zip  Iowa

City State Zip

Telephone Number

E-Mail

- 13) You must indicate all counties, federal congressional districts, Iowa Senate districts, and Iowa House districts affected by your project. Click the District Map Links provided for assistance locating the affected districts. Click "Save Form" to proceed.

County(ies) Participating, Involved, or Affected by this Proposal:

Statewide  
Adair County  
Adams County  
Allamakee County  
Appanoose County

To find your district, click on the "Congressional Map" link. On the left hand side of the page, click on the Congressional District, Iowa Senate District and Iowa House District.

Congressional District(s) Involved or Affected by this Proposal:

Statewide  
1st - Rep. Mariannette Miller-Meeks  
2nd - Rep. Ashley Hinson  
3rd - Rep. Zach Nunn  
4th - Rep. Randy Feenstra

Congressional Map

Iowa Senate District(s) Involved or Affected by this Proposal:

Statewide  
1  
2  
3  
4

Iowa Senate Map

Iowa House District(s) Involved or Affected by this Proposal:

Statewide  
1  
2  
3  
4

Iowa House Map



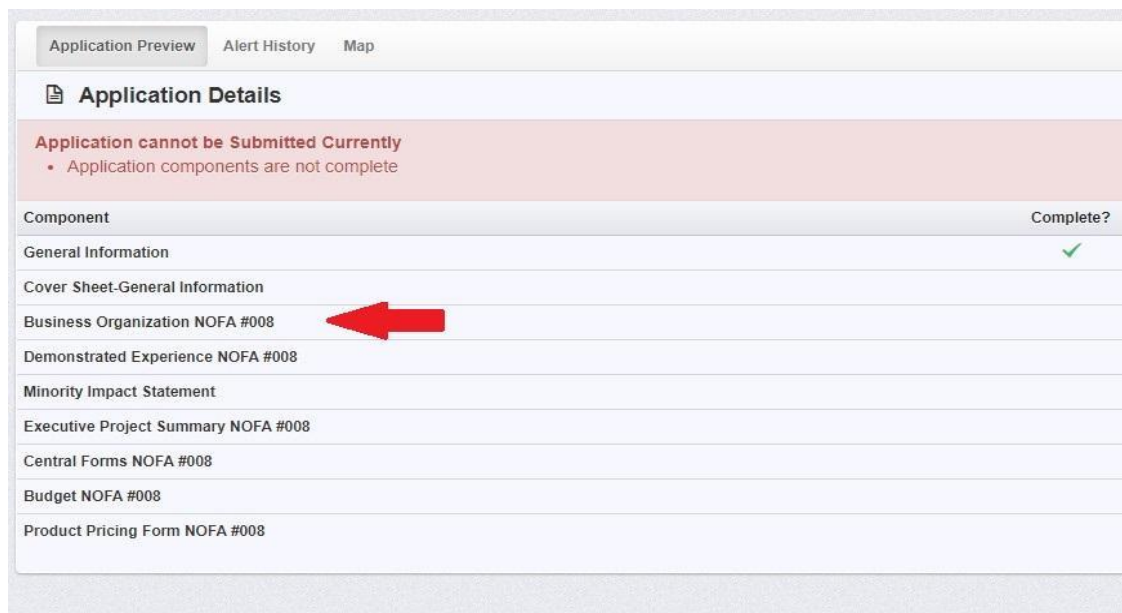
## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 14) A screen showing your Cover Sheet – General Information now appears. Click “Mark as Complete” or “Edit” to make changes.



### Business Organization NOFA #008

- 15) Next, click on “Business Organization - NOFA #008” to proceed.

A screenshot of a web application interface. At the top, there are three tabs: "Application Preview", "Alert History", and "Map". Below the tabs is a section titled "Application Details" with a document icon. A red banner below the title contains the text "Application cannot be Submitted Currently" and a bullet point "Application components are not complete". Below this is a table with two columns: "Component" and "Complete?". The table lists several components: "General Information" (with a green checkmark), "Cover Sheet-General Information", "Business Organization NOFA #008" (with a red arrow pointing to it), "Demonstrated Experience NOFA #008", "Minority Impact Statement", "Executive Project Summary NOFA #008", "Central Forms NOFA #008", "Budget NOFA #008", and "Product Pricing Form NOFA #008".

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 16) Enter your organization's Business Legal Name (and DBA as applicable).
  - a) If you are a non-business organization, click "Yes" and indicate the type of organization.
  - b) Enter Physical and Mailing address for your organization and proceed to Applicant Business Structure and Eligibility.

**Business Organization - NOFA #008** Save Form

This section requires an Applicant to provide the following general background information:  
Please list the business legal name as it is used by federal and state taxing agencies, banks, and for other legal purposes.

Business Legal Name\*:

Doing Business As:

Are you a local government, non-profit, and/or cooperative?:

**Physical Address**

Street\*:

City\*:

State\*:

United States ZIP code (five digits) concentrated with the additional +4 digits where the vendor is physically located (e.g. 50312-5307)  
Zip\*:

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

Street or PO Box\*:

City\*:

State\*:

United States ZIP code (five digits) concentrated with the additional +4 digits where the vendor is physically located (e.g. 50312-5307)  
Zip Code\*:

Save Form

- 17) Applicant Business Structure and Eligibility
  - a) Answer the questions regarding your Business Structure.
  - b) If you are a subsidiary, you must upload a PDF describing the relationship between the parent and the subsidiary.
    - i) Please name the file accordingly: Application Number – Applicant Name – Business Organization (e.g., 410904 – Broadband LTD – Business Organization.pdf).
  - c) Proceed to Capital Projects Fund Requirements.

**Applicant Business Structure and Eligibility** Save Form

Is the Applicant a Communications Service Provider as defined by Iowa Code chapter 88, 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\*:

Are you the entity that will be performing the proposed work, or an entity with a substantial ownership interest in the entity that will be both performing the proposed work and offering/facilitating last-mile connection to homes and businesses?\*:

Identification of whether the Applicant is a subsidiary of one or more parent companies:  
Are you a subsidiary of one or more parent companies?\*:

Upload a PDF document that describes the relationship between all parent companies to one another and the subsidiary and a visualization of the relationship. Please name and upload file "Application Number - Applicant Name - Business Organization".

Business Organization Chart\*:

Save Form

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

### 18) Capital Projects Fund Requirements

- a) Upload a PDF of your organization's SAM registration
- b) Enter your Unique Entity Identifier (formerly DUNS number)
- c) Enter your Taxpayer Identification Number
- d) Enter your FCC FRN number
- e) Enter your FCC-assigned Provider ID (click **{Link Placeholder}** to find a list of FCC Provider ID's, or this can be found at SAM.gov).
- f) Click "Save Form" to continue.

**Capital Projects Fund Requirements** Save Form

All eligible applicants are required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>). Please upload a PDF of your organization's status.

SAM.gov:  Select file

A Unique Entity Identifier (UEI) is a unique 12-digit number used to identify your organization (this has replaced the DUNS number). The federal government uses the UEI to track how federal money is allocated. Please visit this website for additional information: <https://www.sam.gov>

Unique Entity Identifier:

Enter your organization's Federal Tax Identification Number.

Taxpayer Identification Number (TIN):

Enter your organization's FCC FRN number.

FCC FRN:

Enter your organization's FCC-assigned Provider ID.

FCC Provider ID:

Save Form

### 19) Review the information for accuracy and click "Mark as Complete" to proceed.

**Business Organization - NOFA #008** Mark as Complete Save Form

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

Please list the business legal name as it is used by federal and state taxing agencies, banks, and for other legal purposes.

Business Legal Name: Greg's Internet

Doing Business As: FG

Are you a local government, non-profit, and/or cooperative?: No

Identify your organization as a local government, non-profit, or cooperative :

Physical Address

Street : 123 Boogaloo Ave  
City: Cedar Rapids  
State: IA  
United States ZIP code (five digits) concentrated with the additional +4 digits where the vendor is physically located (e.g., 50312-5307)  
Zip: 52402

Mailing Address (used for warrants and/or payments)

Street or PO Box : 123 Boogaloo Ave  
City: Cedar Rapids  
State: IA  
United States ZIP code (five digits) concentrated with the additional +4 digits where the vendor is physically located (e.g., 50312-5307)  
Zip Code: 52402

## Demonstrated Experience NOFA #008

20) Next, click on “Demonstrated Experience NOFA #008” to proceed.

The screenshot shows the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Alert History', and 'Map'. Below the navigation bar is a red warning banner that reads 'Application cannot be Submitted Currently' with a sub-point 'Application components are not complete'. A table below lists various application components and their completion status. A red arrow points to the 'Demonstrated Experience NOFA #008' component, which is currently incomplete.

Component	Complete?
General Information	✓
Cover Sheet-General Information	
Business Organization NOFA #008	
Demonstrated Experience NOFA #008	
Minority Impact Statement	
Executive Project Summary NOFA #008	
Central Forms NOFA #008	
Budget NOFA #008	
Product Pricing Form NOFA #008	

21) Eligibility and Demonstrated Experience

- Click the “Select File” button to upload your Demonstrated Experience narrative file as “Application Number – Applicant Name – Demonstrated Experience.”
- You may also enter references.
- Click “Save Form” once complete.

The screenshot shows the 'Eligibility and Demonstrated Experience' section of the application form. It includes a 'Save Form' button in the top right corner. Below the section title is a paragraph of instructions. A 'Demonstrated Experience' field with a 'Select file' button is present. Below this is another 'Save Form' button. The 'References' section follows, with a 'Save Form' button in the top right corner. It contains a paragraph of instructions and three sets of input fields for 'Name' and 'Telephone Number'.

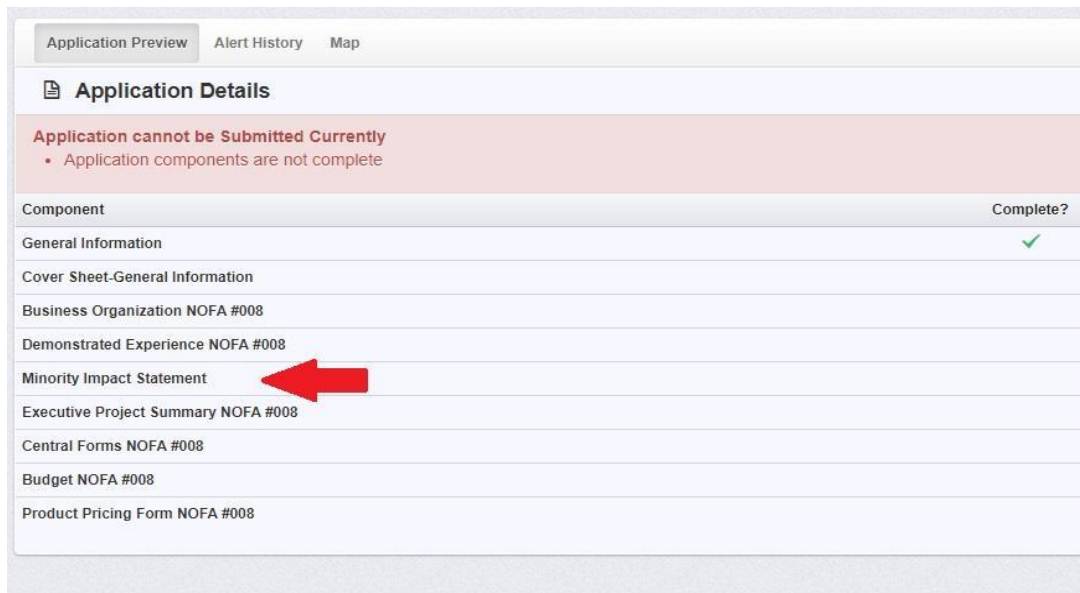
## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 22) Review the information for accuracy and click “Mark as Complete” when ready to proceed.



## Minority Impact Statement

- 23) Next, click on the Minority Impact Statement.

A screenshot of the "Application Details" page. At the top, there are tabs for "Application Preview", "Alert History", and "Map". Below the tabs, there is a red banner with the text "Application cannot be Submitted Currently" and a bullet point "Application components are not complete". Below this is a table with two columns: "Component" and "Complete?". The table lists several components, with a red arrow pointing to the "Minority Impact Statement" row, which is currently unchecked. The other components listed are "General Information" (checked), "Cover Sheet-General Information", "Business Organization NOFA #008", "Demonstrated Experience NOFA #008", "Executive Project Summary NOFA #008", "Central Forms NOFA #008", "Budget NOFA #008", and "Product Pricing Form NOFA #008".

- 24) Enter the responses to the Minority Impact Statement questions. Click “Save Form”.

A screenshot of the "Minority Impact Statement" form. The form has a title bar with a minus icon and the text "Minority Impact Statement", and a "Save Form" button on the right. The first question is "Does the proposed grant program or policy have a disproportionate or unique positive impact on minority persons?"; it has "Yes" and "No" radio buttons. The second question is "Could the proposed grant program or policy have a disproportionate or unique negative impact on minority persons?"; it also has "Yes" and "No" radio buttons. Below the questions is a certification statement: "I hereby certify the information above is complete and accurate to the best of my knowledge."; with a checkbox. At the bottom, there are three input fields for "Title", "First Name", and "Last Name", and a "Save Form" button on the right.

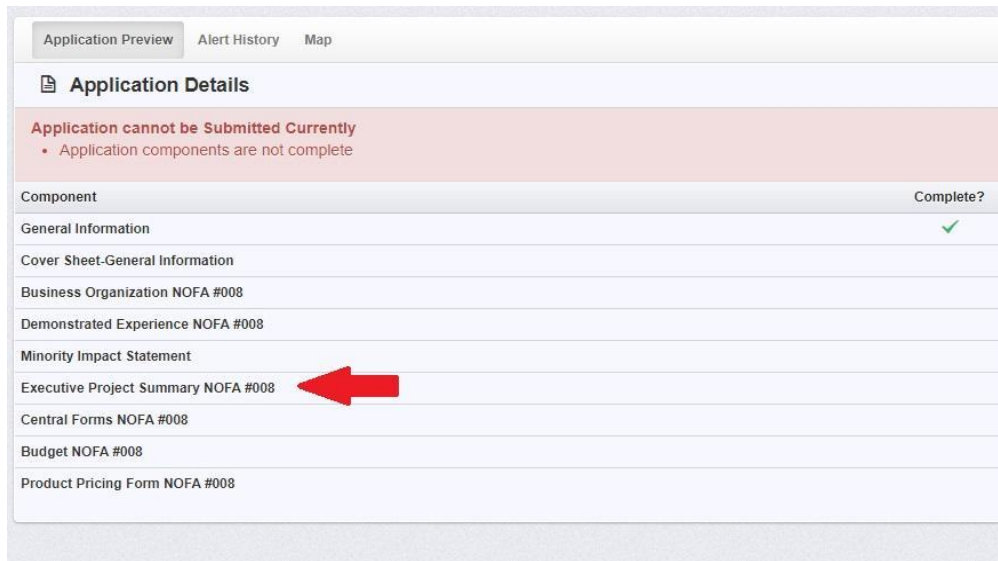
# Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 25) Review the information for accuracy and click “Mark as Complete” when ready to proceed.



## Executive Project Summary NOFA #008

- 26) Click on “Executive Project Summary NOFA #008”.



- 27) Enter the information as requested regarding your project and click “Save Form.”

A screenshot of the "Executive Project Summary NOFA #008" form. The form includes a "Save Form" button in the top right corner. The main content area contains several questions and input fields: "Estimated Project Construction Start Date" (text input), "Estimated Project Completion Date" (text input), "Has construction on the project begun?" (Yes/No radio buttons), "Are federal funds necessary for the project to proceed?" (Yes/No radio buttons), "Are you applying for a project that will facilitate 100/100 Broadband or greater?" (Yes/No radio buttons), "Briefly describe your project." (text area), and "Does your total project cost exceed \$5 Million?" (Yes/No radio buttons). A note at the bottom states: "Total Project costs are defined as the total costs/expenditures comprising a Project, and for which the Applicant/Grantee may seek reimbursement from the Office. Refer to Section 1.5.2 (Total Project Costs)." A "Save Form" button is also visible in the top right corner of the form area.

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 28) Review the information for accuracy and click “Mark as Complete” when ready to proceed.



### Central Forms NOFA #008

- 29) Next, click on Central Forms. Applicants are required to submit an upload in response to each section in the Central Forms.

Component	Complete?
General Information	✓
Cover Sheet-General Information	
Business Organization NOFA #008	
Demonstrated Experience NOFA #008	
Minority Impact Statement	
Executive Project Summary NOFA #008	
Central Forms NOFA #008	
Budget NOFA #008	
Product Pricing Form NOFA #008	

- 30) Full Unredacted Copy of Core Application

- a) You must upload a Full Unredacted Core Application
- b) Click the “Select File” button to upload your Core Application (XLSM File).
  - i) Name file as: “Application Number – Applicant Name – Core Application.”

**Broadband Grants Core Application - Exhibits B, C, and D** Save Form

The Broadband Grants Core Application includes an excel file containing Exhibits B, C, and D. See NOFA #008 sections 2.2.6.1 - 2.2.6.3. Please attach the Broadband Grants Core Application here. Name and upload the excel file "Application Number - Applicant Name - Core Application".

Applicant requests that the contents of their application remain confidential in whole or in part, pursuant to Section 2.2.6.6, and 7.18 of the NOFA #008.

**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 7.18.1 of the NOFA #008, the Office shall be relieved from any responsibility for maintaining the confidentiality of the application pursuant to 7.18.4 of the NOFA #008.

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 #008, 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.

Full Unredacted Copy\*:  Select file

Public Redacted Copy:  Select file

Wireless projects must demonstrate infrastructure deployed as a function of the project contains adequate backhaul capabilities to support stated broadband delivery speeds to the entire coverage area listed in Exhibit B. See Exhibit I - Wireless Project Design.

Are you implementing a wireless project?:  Yes  No

Save Form



# Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

## 31) Public Redacted Copy of Core Application

- a) If you are submitting a redacted version of the Core Application, you may upload the Public Redacted Copy in the designated box.
  - i) The Public Redacted Copy must be in the form of an Adobe PDF file as generated using the Redact function in the Core Application Excel Workbook with redactions applied to any areas that the Applicant requests be treated as confidential under Iowa Code Chapter 22.
    - (1) Name file as: “Application Number – Applicant Name – Redacted Core Application.”

The screenshot shows a web form titled "Broadband Grants Core Application - Exhibits B, C, and D". It includes instructions and a disclaimer. The form has two file upload fields: "Full Unredacted Copy:" and "Public Redacted Copy:". A red arrow points to the "Public Redacted Copy:" field. Below these fields is a question: "Are you implementing a wireless project?:" with "Yes" and "No" buttons. A "Save Form" button is in the top right corner.

**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 redacted information will be treated as confidential; the Office will 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 pursuant to Iowa Admin. Code chapter 129-2.**

## 32) Indicate whether you are implementing a wireless project.

- a) If so, you must complete and upload a PDF version of [Exhibit I – Wireless Project Design Worksheet](#).

The screenshot shows a section of the form with the question "Are you implementing a wireless project?:" and "Yes" and "No" buttons. A red arrow points to the "No" button. Below this is the instruction "Please upload in PDF format and title as 'Application Number - Applicant Name - Exhibit I'" and a "Please Upload a Completed Exhibit I:" field with a "Select file" button. A red arrow points to the "Select file" button. A "Save Form" button is in the bottom right corner.

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 33) You must indicate whether you have read and agree to the terms and conditions set forth in Exhibit E – Grant Agreement. If you do NOT accept the terms identified in the Grant Agreement, upload an [Exhibit E – Grant Agreement](#) following these directions: 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".

**Broadband Grants Program Grant Agreement - Exhibit E** Save Form

In accordance with Section 1.7.8 Grant Agreement Negotiation and 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 you do NOT accept the terms identified in the Grant Agreement, upload an Exhibit E following these directions: 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".

Have you read and do you accept the terms and conditions set forth in the grant agreement (Exhibit E)?:  Yes  No

Exceptions to Broadband Program Grant Agreement:  Select file

Save Form

- 34) [Certification, Authorization, and Release of Information – Exhibit F](#)
- a) You must upload a signed PDF copy of Exhibit F – Certification, Authorization, and Release of Information.
- i) Click the “Select File” button to upload your PDF as "Application Number - Applicant Name - Exhibit F.”

**Certification, Authorization, and Release of Information - Exhibit F** Save Form

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".

Please ensure Exhibit F is signed, in PDF format for upload, and titled "Application Number - Applicant Name - Exhibit F".

Exhibit F - Certification Letter (Public):  Select file

Save Form

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 35) [Request for Confidentiality or Form 22 – Exhibit G](#)
- a) All Applicants must upload a signed PDF copy of Exhibit G - Form 22 – Request for Confidentiality.
    - i) Complete the top section if you are NOT requesting confidential treatment or
    - ii) Complete the bottom section if you ARE requesting confidential treatment.
  - b) Click the “Select File” button to upload your PDF as "Application Number - Applicant Name - Exhibit G.”

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 2.2.6.6 "Form 22", Section 7.18 (Disposition of Applications/Public Records) for specific information regarding this process and the limitations associated therewith. Please sign (electronic or hand written will be accepted, but NOT typed), name and upload file as "Application Number - Applicant Name - Exhibit G".

Please ensure Exhibit G is signed, in PDF format for upload, and titled "Application Number - Applicant Name - Exhibit G".

Exhibit G - Request for Confidentiality - Form 22 (Public):  Select file

Once all Central Forms documents have been loaded, click “Save Form.” Review submissions for accuracy and click “Mark as Complete” to proceed.

✓ Mark as Complete Edit Form

## Budget NOFA #008

- 36) Next, click “Budget NOFA #008”. Please reference your Core Application - Exhibit D to complete this form.

Application Preview Alert History Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Cover Sheet-General Information	
Business Organization NOFA #008	
Demonstrated Experience NOFA #008	
Minority Impact Statement	
Executive Project Summary NOFA #008	
Central Forms NOFA #008	
Budget NOFA #008	
Product Pricing Form NOFA #008	

## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 37) Use the “Requested Grant Support” percentage and the dollar amounts from your Core Application Budget Plan (Exhibit D) to fill out the Project Budget here. For conflicting or inconsistent information between the Budget Plan in the Core Application and the Iowa Grants Project Budget Form, the information in the Core Application Budget Plan will be determinative.

Project Budget - Edit <span style="float: right;">Save Grid</span>					
Category	Description	Total Estimated Cost \$ (from Exhibit D)	Requested Grant Support % (from Exhibit D)	Grant Request (Est. Cost * Request %)	Awarded Amount
Conduit	<input type="text"/>	\$0	<input type="text"/>		
Fiber/Copper	<input type="text"/>	\$0	<input type="text"/>		
OSP Engineering	<input type="text"/>	\$0	<input type="text"/>		
Design Engineering	<input type="text"/>	\$0	<input type="text"/>		
Construction Mgmt.	<input type="text"/>	\$0	<input type="text"/>		
Tower	<input type="text"/>	\$0	<input type="text"/>		
Antenna	<input type="text"/>	\$0	<input type="text"/>		
Boring	<input type="text"/>	\$0	<input type="text"/>		
Trenching	<input type="text"/>	\$0	<input type="text"/>		
Knifing	<input type="text"/>	\$0	<input type="text"/>		
Switching Equipment	<input type="text"/>	\$0	<input type="text"/>		
Routing Equipment	<input type="text"/>	\$0	<input type="text"/>		
Optical Equipment	<input type="text"/>	\$0	<input type="text"/>		
Customer Premise Equipment	<input type="text"/>	\$0	<input type="text"/>		
Other	<input type="text"/>	\$0	<input type="text"/>		
<b>Total</b>		\$0.00		\$0.00	\$0.00

Save Grid

- 38) Click “Save Grid”, review the information for accuracy, and click “Mark As Complete” when you are ready to proceed.



## Product Pricing Form NOFA #008

39) Lastly, click on Product Pricing Form NOFA #008.

The screenshot shows a web interface with tabs for 'Application Preview', 'Alert History', and 'Map'. Below the tabs is a section titled 'Application Details' with a sub-header 'Application cannot be Submitted Currently' and a bullet point: 'Application components are not complete'. A table lists various components with a 'Complete?' column. A red arrow points to the 'Product Pricing Form NOFA #008' row.

Component	Complete?
General Information	✓
Cover Sheet-General Information	
Business Organization NOFA #008	
Demonstrated Experience NOFA #008	
Minority Impact Statement	
Executive Project Summary NOFA #008	
Central Forms NOFA #008	
Budget NOFA #008	
Product Pricing Form NOFA #008	

40) You must select the “Covered Speed Package” for your project and enter the monthly, non-promotional price for that package, or the speed package most closely resembling the covered speeds (See section 1.2.14 of Exhibit A for definition).

The screenshot shows a form titled 'Pricing for Covered Speed Package'. It includes a 'Save Form' button in the top right. A blue box contains instructions: 'Applicants must provide a price for a product with the applicable Covered Speed proposed in their Project, meaning the Applicant must state a price for a service package offering 100 megabits per second download and 100 megabits per second upload (or 100 megabits per second download and 20 megabits per second upload as applicable)'. Below this, it says 'Select the Covered Speed Package. (NOFA 3.1.7.3)' and 'Covered Speed Package\*:' with a dropdown menu showing '100/100'. Another instruction follows: 'Applicants must provide a price for a product with the applicable Covered Speed proposed in their Project, meaning the Applicant must state a price for a service package offering 100 megabits per second download and 100 megabits per second upload (or 100 megabits per second download and 20 megabits per second upload as applicable). (NOFA 3.1.7.3)'. Below this, it says 'Monthly Price of the Covered Speed Package\*:' with a text input field containing '\$0'. A second 'Save Form' button is in the bottom right.

# Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 41) You must enter the download speed (in mb/s), upload speed (in mb/s), and the monthly, non-promotional price of the highest speed package to be offered upon project completion (see Exhibit A section 2.2.7).

**Pricing for Highest Speed Package Offered** Save Form

Enter the maximum upload and download speeds offered to locations within your project area and the associated pricing. (NOFA 2.2.7)

Enter the maximum download speed (in mb/s) offered to locations within your project area.  
**Maximum Download Speed Offered\*:**

Enter the maximum upload speed (in mb/s) offered to locations within your project area.  
**Maximum Upload Speed Offered\*:**

Enter the monthly price of the maximum speed package offered to locations in your project area.  
**Monthly Price of the Maximum Speed Package\*:**

Save Form

- 42) You must enter the download speed (in mb/s), upload speed (in mb/s), and the monthly, non-promotional price of the Low-Cost Option package to be offered upon project completion (see Exhibit A section 2.2.7).

**Low Cost Option** Save Form

Enter the low cost option offered at speeds that are sufficient for a household with multiple users to simultaneously engage in telework and remote learning. (NOFA 2.2.7)

Enter the download speed (in mb/s) of the low cost option offered to locations within this project area.  
**Low Cost Option Download Speed (in mb/s)\*:**

Enter the upload speed (in mb/s) of the low cost option offered to locations within this project area.  
**Low Cost Option Upload Speed (in mb/s)\*:**

Enter the monthly price of the low cost option offered to locations within this project area.  
**Monthly Price of the Low Cost Option\*:**

Save Form

- 43) You must also enter the speeds (in mb/s) and monthly non-promotional pricing of each speed package to be offered upon project completion (see Exhibit A section 2.2.7).

**Speed Tiers and Pricing - Edit** Save Grid

Speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service. (NOFA 2.2.7)

Speed Tier	Download Speed (mb/s)	Upload Speed (mb/s)	Monthly Non-Promotional Pricing (including fees)
Tier 1	<input type="text" value="mb/s"/>	<input type="text" value="mb/s"/>	<input type="text" value="\$0"/>
Tier 2	<input type="text" value="mb/s"/>	<input type="text" value="mb/s"/>	<input type="text" value="\$0"/>
Tier 3	<input type="text" value="mb/s"/>	<input type="text" value="mb/s"/>	<input type="text" value="\$0"/>
Tier 4	<input type="text" value="mb/s"/>	<input type="text" value="mb/s"/>	<input type="text" value="\$0"/>
<b>Total</b>			

Save Grid



## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

### 44) Community Support Letter

- a) Finally, you must upload a PDF copy of a signed Community Support Letter (See Exhibit A section 2.2.7).
- b) Click the “Select File” button to upload your PDF as "Application Number - Applicant Name – Community Support Letter.”

Community Support Letter Save Form

Upload a signed letter from a representative of the community to be served by the proposed Project, indicating that the Applicant's proposed pricing for the Covered Speed package (100/100 or 100/20 as applicable) is affordable for the community. (NOFA 2.2.7)

Convert the Community Support Letter to PDF format and upload file here.

Community Support Letter:  Select file

Save Form

Review information for accuracy and click “Mark as Complete” when you are ready to proceed.

Mark as Complete Edit Form

- 45) Review all forms for accuracy and verify that all forms have a checkmark in the “Complete” column. You may revisit any form by clicking on the form. Click on “Submit” to submit the form.

Application Details Preview Application Submit Application Withdraw

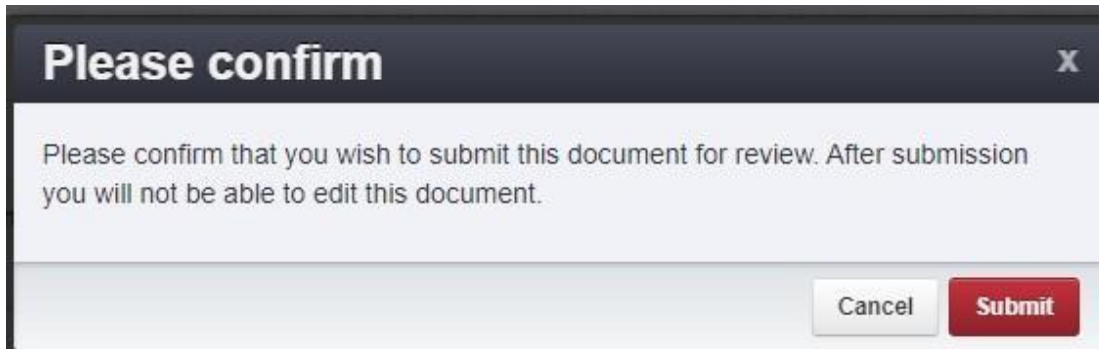
Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jun 12, 2023 1:58 PM - Greg Loebe
Cover Sheet-General Information	✓	Jun 12, 2023 2:21 PM - Greg Loebe
Business Organization NOFA #008	✓	Jun 12, 2023 3:46 PM - Greg Loebe
Demonstrated Experience NOFA #008	✓	Jun 12, 2023 3:55 PM - Greg Loebe
Minority Impact Statement	✓	Jun 12, 2023 4:00 PM - Greg Loebe
Executive Project Summary NOFA #008	✓	Jun 13, 2023 12:19 PM - Greg Loebe
Central Forms NOFA #008	✓	Jun 13, 2023 9:20 AM - Greg Loebe
Budget NOFA #008	✓	Jun 13, 2023 9:36 AM - Greg Loebe
Product Pricing Form NOFA #008	✓	Jun 13, 2023 12:30 PM - Greg Loebe



## Exhibit J - Iowa Grants Registration and Application Instructions (NOFA #008)

- 46) The following submission confirmation screen will appear. Click “Submit” to complete the application process. You will be taken to the Applications screen where you can view the status of any current or previous applications.



- 47) You may now log out by clicking “Log Out” at the top of the screen. If you wish to submit an additional application(s), scroll up to Step 5 and follow through the process for each application.

### Resources

- **Exhibit A – Notice of Funding Available (NOFA #008) -**  
[https://ocio.iowa.gov/sites/default/files/exhibit\\_a\\_-\\_notice\\_of\\_funding\\_availability\\_-\\_nofa\\_008.pdf](https://ocio.iowa.gov/sites/default/files/exhibit_a_-_notice_of_funding_availability_-_nofa_008.pdf)
- **Exhibit E – Grant Agreement\_NOFA 8 -**  
[https://ocio.iowa.gov/sites/default/files/exhibit\\_e\\_-\\_grant\\_agreement\\_nofa8.pdf](https://ocio.iowa.gov/sites/default/files/exhibit_e_-_grant_agreement_nofa8.pdf)
- **Exhibit F – Certification Letter (NOFA #008) -**  
[https://ocio.iowa.gov/sites/default/files/exhibit\\_f\\_-\\_certification\\_letter\\_nofa\\_008.pdf](https://ocio.iowa.gov/sites/default/files/exhibit_f_-_certification_letter_nofa_008.pdf)
- **Exhibit G – Request for Confidentiality – Form 22 (NOFA #008) -**  
[https://ocio.iowa.gov/sites/default/files/exhibit\\_g\\_-\\_request\\_for\\_confidentiality\\_-\\_form\\_22\\_nofa\\_008.pdf](https://ocio.iowa.gov/sites/default/files/exhibit_g_-_request_for_confidentiality_-_form_22_nofa_008.pdf)
- **Exhibit I – Wireless Project Design Worksheet -**  
[https://ocio.iowa.gov/sites/default/files/exhibit\\_i\\_-\\_wireless\\_project\\_design\\_worksheet.pdf](https://ocio.iowa.gov/sites/default/files/exhibit_i_-_wireless_project_design_worksheet.pdf)
- **Exhibit K – Project Selection and Data Export/Import Instructions -**  
[https://ocio.iowa.gov/sites/default/files/exhibit\\_k\\_-\\_project\\_selection\\_and\\_data\\_export\\_import\\_instructions\\_nofa\\_008.pdf](https://ocio.iowa.gov/sites/default/files/exhibit_k_-_project_selection_and_data_export_import_instructions_nofa_008.pdf)
- **Broadband Grants Core Application NOFA 8 -**  
[https://ocio.iowa.gov/ocio/NOFA008/Broadband\\_Grants\\_Core\\_Application\\_NOFA008.xlsm](https://ocio.iowa.gov/ocio/NOFA008/Broadband_Grants_Core_Application_NOFA008.xlsm)