

Exhibit K - Iowa Grants Application Instruction Guidance

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.



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

A screenshot of the registration form for the DOM Electronic Grant Management System. The form has a blue background and contains the following elements: a title "DOM Electronic Grant Management System", a sub-header "Sign up now to get credentials you can use for Enterprise AAA enabled sites.", two input fields labeled "First Name:" and "Last Name:", a "Register" button circled in red, and a "Help" button. At the bottom, there is a "What is AAA?" link and a "Report Issue to State Service Desk" link. A small note at the bottom left states: "Already have an account already? Click here for a listing of all AAA enabled applications. If you created an account to apply for 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:

First Name:

Last Name:

Email:

Confirm Email:

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?

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)

Question 3:

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 modal window for the 'DOM Electronic Grant Management System'. The title 'DOM Electronic Grant Management System' is centered in large, bold, black text. Below the title, the text 'Password Change for MATTBEHRENS@IOWAID' is displayed. There are two input fields: the first is labeled 'Enter new password:' and the second is labeled 'Confirm new password:'. At the bottom of the modal, 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 - Connect Every Iowa” as your “Program Area of Interest. Press “Register” to continue.

Register

Organization Information

Legal Name of Organization* MB Networks, Inc.

Organization Type* For-Profit - Privately Held

Website mbnetworks.com

DUNS: 55-555-5555

Address: 1309 E. Walnut Street

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

Phone* 515-281-5503

Fax

Personal Information

Your Name* Matt Behrens
First Name Middle Name Last Name

Title:

Email* matt@mbnetworks.com

Confirm Email* matt@mbnetworks.com

Address* 1309 E. Walnut Street

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

Phone* 515-281-5503
Phone Ext.

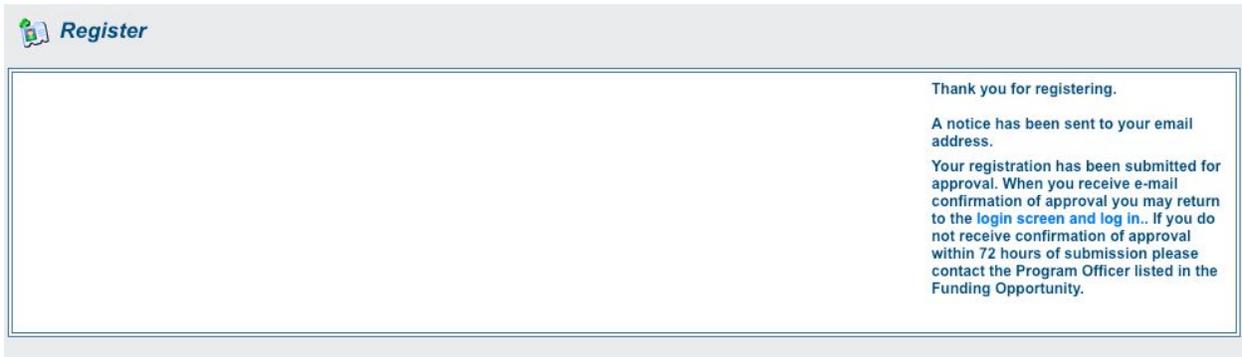
Fax

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.**

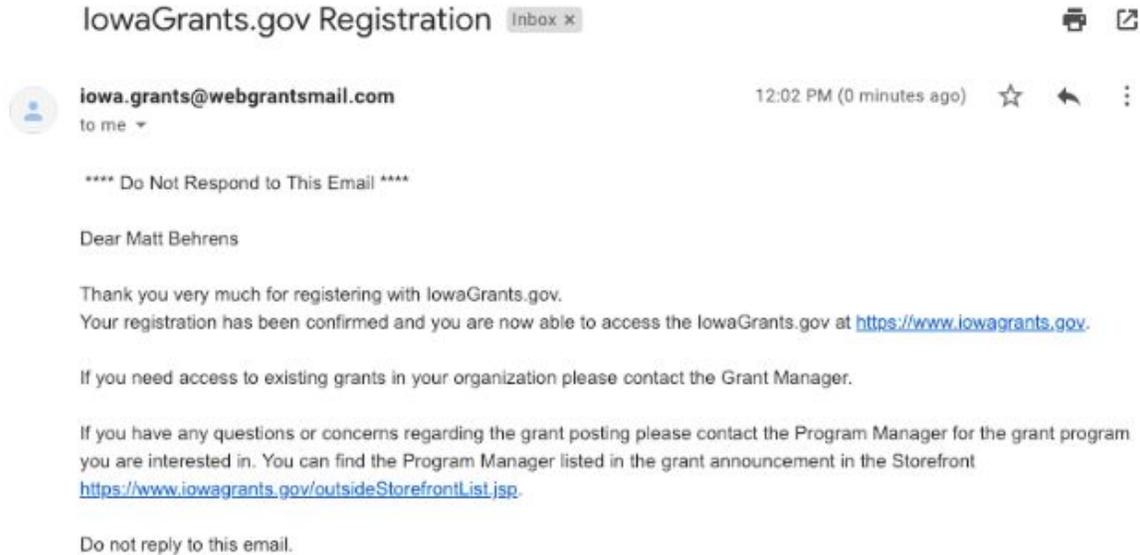
Program Area of Interest* Broadband Grant Program - Connect Every Iowan

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 white instruction reads: "Enter your Account Id and Password and press sign in to continue." There are two input fields: "Account ID:" with the text "mattbehrens@iowaid" and "Password:" with masked characters ".....". To the right of the input fields is a solid green "Sign In" button. Below the "Sign In" button are two dashed-line buttons: "Account Details" and "Help". At the bottom of the page, there are two links: "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 this is a "Welcome" message. The "Main Menu" section 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 with a small icon.

15) Search for the link: “Broadband Grant Program - Connect Every Iowan.” Click on that link.

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

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	Opportunity Title	Pre-Application Deadline	Application Deadline
274671	Iowa Commission on Volunteer Service	2019-2020 AmeriCorps State	AmeriCorps State 2019-2020	Pre-Application Deadline not Applicable	Final Application Deadline not Applicable
255758	Office of the Chief Information Officer	Broadband Grant Program - Connect Every Iowan	Broadband Grant Program - Connect Every Iowan	Pre-Application Deadline not Applicable	03/15/2019
247607	Governor's Office of Drug Control Policy	Byrne-Justice Assistance Grant Program (JAG)	SFY 2019 Byrne JAG/RSAT - Continuation Applicants	Pre-Application Deadline not Applicable	04/05/2018
247613	Governor's Office of Drug Control Policy	Byrne-Justice Assistance Grant Program (JAG)	SFY 2019 Byrne JAG/RSAT - New Applicants	Pre-Application Deadline not Applicable	04/05/2018
252112	Education	Carl D. Perkins Career and Technical Education Act of 2006	FY19 Perkins Basic Secondary Grant - Continuation Application	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
No existing applications		

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

-255758-Broadband Grant Program - Connect Every Iowan

Broadband Grant Program - Connect Every Iowan
 Application Deadline: 03/15/2019 11:59 PM

Award Amount Range:	Not Applicable	Program Officer:	Tom Slaughter
Project Start Date:	02/18/2019	Phone:	515-322-1128 x
Project End Date:	12/17/2023	Email:	tom.slaughter@iowa.gov
Award Announcement Date:	04/30/2019	Categorical Area:	IT/Telecommunications
Eligible Applicant:			

Description

The Connect Every Iowan initiative is comprised of several components, one of which includes the “Broadband Grants Program” established by Iowa Code section 8B.11. See also Iowa Admin. Code r. 129—22. In 2016, the Office of the Chief Information Officer of the State of Iowa (“Office”) undertook a process to identify underserved areas within the State of Iowa, making use of broadband availability maps and data sources widely accepted for accuracy and made available for public review and comment. Iowa Admin. Code r. 129—20.3. These underserved areas, statutorily referred to as “Targeted Service Areas,” see Iowa Code § 8B.1(12), identify areas within the State “within which no communications service provider offered or facilitated broadband service at or above twenty-five megabits per second of download speed and three megabits per second

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.

Application

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

Registered Applicant: *

Project Title: * (limited to 100 characters)

Organization: *

[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.

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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

General Information

System ID: 296739

Project Title: MB Networks Project Demo.

Registered Applicant: Matt Behrens

Additional Contacts:

Organization: MB Networks, Inc.

[Go to Application Forms](#)

Last Edited By: Matt Behrens, 02/07/2019

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.

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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

Form Name	Complete?	Last Edited
General Information	✓	02/07/2019
Cover Sheet-General Information		
Business Organization		
Executive Project Summary		
Funding		
Demonstrated Experience		
Minority Impact Statement		
Central Forms		
Project Area Map		

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.

The screenshot displays the Iowa Grants Application Form interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Application" and shows details for "Application: 296739 - MB Networks Project Demo." Below this, it lists "Program Area: Broadband Grant Program - Connect Every Iowan", "Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan", and "Application Deadline: 03/15/2019".

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

The "Cover Sheet-General Information" section is expanded to show the "Authorized Official" information. The fields are as follows:

Field	Value
Name*	Matt Behrens
Title*	President
Organization*	MB Networks, Inc <small>If you are an individual, please provide your First and Last Name.</small>
Address*	1305 East Walnut St.
City/State/Zip*	Des Moines, Iowa, 50319
Telephone Number*	123-456-7890
E-Mail*	MattBehrens@mbnetworks.com

Each form requires you to save after you are completed.

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.

County(ies) Participating, Involved, or Affected by this Proposal* Crawford County
 Congressional District(s) Involved or Affected by this Proposal* 3rd - Rep. Cindy Axne (D)
 Iowa Senate District(s) Involved or Affected by this Proposal* 10
 Iowa House District(s) Involved or Affected by this Proposal* 19

Instructions to help you determine appropriate answers are included in these links.

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.

The screenshot displays a web application interface for grant applications. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header section titled "Application" with a sub-header "Application: 296739 - MB Networks Project Demo." The main content area is divided into sections: "Program Area: Broadband Grant Program - Connect Every Iowan", "Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan", and "Application Deadline: 03/15/2019". Below this is an "Instructions" section with a note: "The information on this form is collected for the Iowa Department of Management to ensure consistent basic data collection from all grant applications." The "Cover Sheet-General Information" section is highlighted in yellow and contains the following details: "Authorized Official" with fields for Name (Matt Behrens), Title (President), Organization (MB Networks, Inc), and Address (1305 East Walnut St.). Below this are fields for City/State/Zip (Des Moines, Iowa, 50319), Telephone Number (123-456-7890), and E-Mail (MattBehrens@mbnetworks.com). A red circle highlights the "Mark as Complete" button, which is followed by a link "to Application Forms".

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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](#) | [to Application Forms](#)

Authorized Official

Name* Matt Behrens

Title* President

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

Address* 1305 East Walnut St.

City/State/Zip* Des Moines Iowa 50319
City State Zip

Telephone Number* 123-456-7890

E-Mail* MattBehrens@mbnetworks.com

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” link to proceed to the next form.

The screenshot shows a web application interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header for the application, followed by a summary box containing the following information:

- Application: 296739 - MB Networks Project Demo.
- Program Area: Broadband Grant Program - Connect Every Iowan
- Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan
- Application Deadline: 03/15/2019

Below the summary box is an "Instructions" section with the following text: "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."

The main section is titled "Application Forms" and contains a table with the following columns: Form Name, Complete?, and Last Edited. There are also "Preview" and "Submit" links at the top right of the table.

Form Name	Complete?	Last Edited
General Information	✓	02/07/2019
Cover Sheet-General Information	✓	02/07/2019
Business Organization		
Executive Project Summary		
Funding		
Demonstrated Experience		
Minority Impact Statement		
Central Forms		
Project Area Map		

25) 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 “Choose File” box provided. Click “Save” at the top of the page when finished.

The screenshot shows the 'Applicant Business Information' section of a web application. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The application details are: Application: 296739 - MB Networks Project Demo., Program Area: Broadband Grant Program - Connect Every Iowan, Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan, and Application Deadline: 03/15/2019. The 'Applicant Business Information' section includes fields for Business Legal Name (MB Networks, Inc.), Mailing Address (Street: 1305 East Walnut St., City: Des Moines, State: IA, Zip: 50319), and Alternate Mailing Address. Below this is the 'Additional Information' section with a 'Choose File' button circled in red, next to the filename 'MB Networks, Inc.docx'.

26) 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 25.

This screenshot shows the same 'Applicant Business Information' screen as above, but with the 'Mark as Complete' button circled in red. The 'Choose File' button is no longer visible. The 'Additional Information' section now contains the text 'Mark as Complete | Go to Application Forms'.

27) 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” link to proceed to the next form.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan
 Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan
 Application Deadline: 03/15/2019

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	✓	02/07/2019
Cover Sheet-General Information	✓	02/07/2019
Business Plan	✓	02/07/2019
Executive Project Summary		
Funding		
Demonstrated Experience		
Minority Impact Statement		
Central Forms		
Project Area Map		

28) Upload a Microsoft Word document containing your Executive Project Summary using the Choose File box provided. Click “Save” at the top of the page when complete.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan
 Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan
 Application Deadline: 03/15/2019

Executive Project Summary

This form requires 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), the estimated start and completion dates of the Project, and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of this NOFA.

Executive Project Summary* MB Network...mmary.docx

[Return to Top](#)

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

The screenshot shows a web application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header section titled "Application" with a sub-header "Application: 296739 - MB Networks Project Demo." The main content area is divided into sections: "Program Area: Broadband Grant Program - Connect Every Iowan", "Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan", and "Application Deadline: 03/15/2019". Below this is an "Instructions" section with a note: "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." The bottom section is titled "Application Forms" and contains a table with columns for "Form Name", "Complete?", and "Last Edited". The "Funding" row is circled in red.

Form Name	Complete?	Last Edited
General Information	✓	02/07/2019
Cover Sheet-General Information	✓	02/07/2019
Business Organization	✓	02/07/2019
Executive Project Summary	✓	02/07/2019
Funding		
Demonstrated Experience		
Minority Impact Statement		
Central Forms		
Project Area Map		

30) Enter the information required under the Funding section including the estimated total project costs, the amount of state funds you are seeking, and explain why State funds are necessary to initiate or complete your project. Click “Save” at the top of the page when complete.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

Funding

State the estimated total Project costs (in the form of Allowable Expenditures as calculated in accordance with the terms, conditions, and limitations of the form Budget Plan).
Add together the sum of column C on Exhibit D and column D on Exhibit D1.

State the total amount of State funds Applicant seeks for the Project (this amount may not exceed fifteen percent (15%) of Applicant's estimated total Project costs).
Add together the sum of column E on Exhibit D and column F on Exhibit D1

Explain why State funds are necessary to initiate/complete a proposed Project, including but not limited to a description of how the Project will or will not proceed if State funds are not ultimately awarded.

Font Family | Font Size | **B** | *I* | U | [List Icons] | [Link Icon] | [Image Icon] | [Table Icon] | [Text Color Icon] | [Background Color Icon] | [Undo Icon] | [Redo Icon]

Full and complete explanation of why funds are necessary to initiate/complete the Demo project.

Path: p Words:13

[Return to Top](#)

31) Verify the information submitted under Funding n is correct and click “Mark As Complete.” If you find an error, click Edit at the top of the page and return to step 30.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

Funding [Mark as Complete](#) [Go to Application Forms](#)

State the estimated total Project costs (in the form of Allowable Expenditures as calculated in accordance with the terms, conditions, and limitations of the form Budget Plan). **\$1,000,000.00**
Add together the sum of column C on Exhibit D and column D on Exhibit D1.

State the total amount of State funds Applicant seeks for the Project (this amount may not exceed fifteen percent (15%) of Applicant's estimated total Project costs). **\$150,000.00**
Add together the sum of column E on Exhibit D and column F on Exhibit D1

Explain why State funds are necessary to initiate/complete a proposed Project, including but not limited to a description of how the Project will or will not proceed if State funds are not ultimately awarded.

Full and complete explanation of why funds are necessary to initiate/complete the Demo project.

Last Edited By: Matt Behrens, 02/07/2018

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” link to proceed to the next form.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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	✓	02/07/2019
Cover Sheet-General Information	✓	02/07/2019
Business Organization	✓	02/07/2019
Executive Project Summary	✓	02/07/2019
Funding	✓	02/07/2019
Demonstrated Experience		
Central Forms		
Project Area Map		

33) 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.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

Demonstrated Experience

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

Demonstrated Experience* MB Networks...rience.docx

References

An Applicant may also submit letters of reference from up to three (3) previous customers or clients knowledgeable of Applicant's performance in providing services similar to the services described in this NOFA along with a contact person and telephone number for each reference.

Name	<input type="text" value="Customer Smith"/>
Telephone Number	<input type="text" value="515-555-1212"/>
Reference Letter #1	<input type="button" value="Choose File"/> MB Networks ...tter 1.docx
Name	<input type="text" value="Customer Davis"/>
Telephone Number	<input type="text" value="515-555-1212"/>
Reference Letter #2	<input type="button" value="Choose File"/> MB Networks ...tter 2.docx
Name	<input type="text" value="Customer Brown"/>
Telephone Number	<input type="text" value="515-555-1212"/>
Reference Letter #3	<input type="button" value="Choose File"/> MB Networks ...tter 3.docx

[Return to Top](#)

34) 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.

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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

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

Demonstrated Experience* [MB Networks, Inc Demonstrated Experience.docx](#)

References

An Applicant may also submit letters of reference from up to three (3) previous customers or clients knowledgeable of Applicant's performance in providing services similar to the services described in this NOFA along with a contact person and telephone number for each reference.

Name: Customer Smith

35) 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.

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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	✓	02/07/2019	
Cover Sheet-General Information	✓	02/07/2019	
Business Organization	✓	02/07/2019	
Executive Project Summary	✓	02/07/2019	
Funding	✓	02/07/2019	
Demonstrated Experience	✓	02/07/2019	
Minority Impact Statement			
Central Forms			
Project Area Map			

36) 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: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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. *

Not Applicable ▾

If YES, describe the positive impact expected from this project

Indicate the group(s) positively impacted.

Women
Person/s with a Disability
Blacks
Latinos

Please press Ctrl + Click to select multiple items

37) 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.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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. *

Not Applicable

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. *

Not Applicable

[Go to Application Forms](#)

38) 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.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

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	✓	02/07/2019
Cover Sheet-General Information	✓	02/07/2019
Business Organization	✓	02/07/2019
Executive Project Summary	✓	02/07/2019
Funding	✓	02/07/2019
Demonstrated Experience	✓	02/07/2019
Minority Impact Statement	✓	02/07/2019
Central Forms		
Project Area Map		

39) 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.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

Instructions

Applicant shall complete and upload the following central forms related to this NOFA. Note: Exhibits B through D.1 are located in separate worksheets within the excel document entitled "Broadband Grants Core Application."

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

The Broadband Grants Core Application includes an excel file containing Exhibits B, C, D, and D.1. See NOFA sections 2.2.7.1 - 2.2.7.3 Please attach the Broadband Grants Core Application here.

Applicant requests that the contents of their application remain confidential in whole or in part, pursuant to Section 1.25 of the NOFA. **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 of the NOFA, the Office shall be relieved from any responsibility for maintaining the confidentiality of the application pursuant to 1.25.3 of the NOFA.

Full Unredacted Copy* Choose File Broadband G...cation docx

Public Redacted Copy Choose File No file chosen

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.

40) 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.

<p>Broadband Grants Program Grant Agreement - Exhibit E</p> <p><i>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 exceptions(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.</i></p> <p>Exceptions to Broadband Grants Program Grant Agreement* <input type="button" value="Choose File"/> Exhibit E --...reement.docx</p>
<p>Certification Letter - Exhibit F</p> <p><i>This form, 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, and satisfaction of key legal requirements of and related to the Application.</i></p> <p>Certification Letter (Public)* <input type="button" value="Choose File"/> Exhibit F -- ...n Letter.docx</p>
<p>Authorization To Release Information - Exhibit G</p> <p><i>This form, attached as Exhibit G, requires Applicant to authorize the Office, its officers, employees, agents, independent contractors, and the members of the Review Committee to obtain information about Applicant from third parties, and additionally authorizes such third parties to supply such requested information to the Office.</i></p> <p>Authorization to Release Information (Public)* <input type="button" value="Choose File"/> Exhibit G -- ...rmation.docx</p>
<p>Form 22 - Exhibit H</p> <p><i>This form, attached as Exhibit H, 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.</i></p> <p>Form 22 (Public)* <input type="button" value="Choose File"/> Exhibit H -- Form 22.docx</p>
<p>Application Checklist - Exhibit I</p> <p><i>This form, attached as Exhibit I, is designed to assist Applicant and the Office in ensuring Applicant has completed and submitted all forms, materials, and information required by this NOFA.</i></p> <p>Application Checklist (Public)* <input type="button" value="Choose File"/> Exhibit I -- A...hecklist.docx</p>

[Return to Top](#)

41) 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 39.

<p> Menu Help Log Out</p> <p style="text-align: right;"> Back Print Add Delete Edit Save</p>
<p> Application</p> <p>Application: 296739 - MB Networks Project Demo.</p> <p>Program Area: Broadband Grant Program - Connect Every Iowan</p> <p>Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan</p> <p>Application Deadline: 03/15/2019</p>
<p>Instructions</p> <p>Applicant shall complete and upload the following central forms related to this NOFA. Note: Exhibits B through D.1 are located in separate worksheets within the excel document entitled "Broadband Grants Core Application."</p>
<p>Broadband Grants Core Application - Exhibits B, C, D, and D.1</p> <p>The Broadband Grants Core Application includes an excel file containing Exhibits B, C, D, and D.1. See NOFA sections 2.2.7.1 - 2.2.7.3 Please attach the Broadband Grants Core Application here.</p> <p>Applicant requests that the contents of their application remain confidential in whole or in part, pursuant to Section 1.25 of the NOFA. 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 of the NOFA, the Office shall be relieved from any responsibility for maintaining the the confidentiality of the application pursuant to 1.25.3 of the NOFA.</p> <p>Full Unredacted Copy* <input type="button" value="Broadband Grant Location.docx"/> Mark as Complete Go to Application Forms</p>

42) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Project Area Map” link to proceed to the next form.

The screenshot shows a web application interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header for the application, followed by a summary box containing the following information:

- Application: 296739 - MB Networks Project Demo.
- Program Area: Broadband Grant Program - Connect Every Iowan
- Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan
- Application Deadline: 03/15/2019

Below the summary box is an "Instructions" section with the following text:

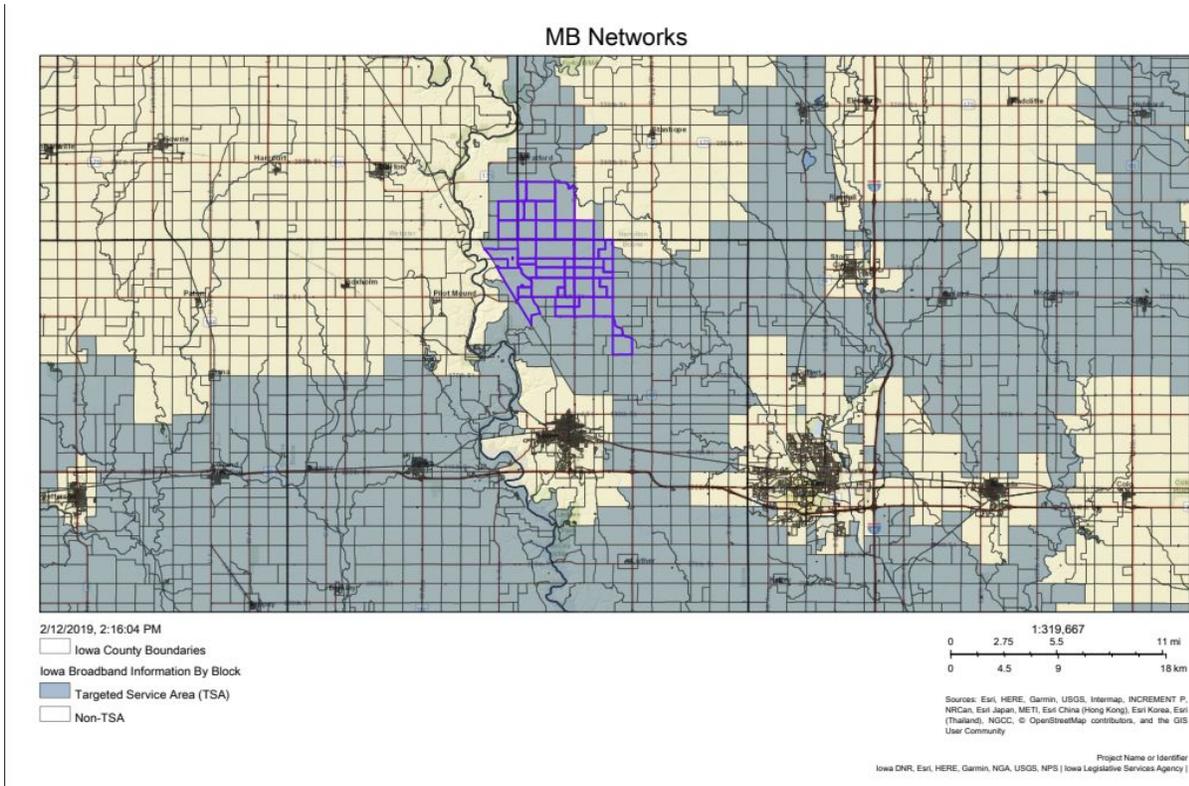
Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

The main section is titled "Application Forms" and contains a table with the following columns: Form Name, Complete?, and Last Edited. There are also "Preview" and "Submit" links at the top right of the table.

Form Name	Complete?	Last Edited
General Information	✓	02/07/2019
Cover Sheet-General Information	✓	02/07/2019
Business Organization	✓	02/07/2019
Executive Project Summary	✓	02/07/2019
Funding	✓	02/07/2019
Demonstrated Experience	✓	02/07/2019
Minority Impact Statement	✓	02/07/2019
Central Form	✓	02/07/2019
Project Area Map		

The "Project Area Map" link in the table is circled in red.

43) Refer to Export Data and Print Map Section 3.1(b)(ii)(d) of Exhibit L (Page 3) for instructions on how to create a Project Map visual representation. You should arrive with a file that looks similar to the following map.



44) Upload the Project Map using the “Choose File” button provided. Click “Save” at the top of the page when complete.

The screenshot shows a web application interface with a top navigation bar containing "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save" buttons. The main content area is titled "Application" and displays the following information:
- Application: 296739 - MB Networks Project Demo.
- Program Area: Broadband Grant Program - Connect Every Iowan
- Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan
- Application Deadline: 03/15/2019
Below this is an "Instructions" section with text: "In addition to defining a Project by identifying each of the Targeted Service Areas(s), by Census Block ID#(s), Applicant must supply the Office with a visual representation of its proposed Project as derived from the Broadband Availability Map. See the 'Project Selection and Data Export Instructions,' attached as Exhibit L, for instructions on how to select your Project Area and obtain this visual representation."
The "Project Area Map" section features a "Project Area Map*" label and a "Choose File" button. The file name "MB Networks...tation.pdf" is displayed next to the button and is circled in red.

45) Verify the information submitted under Project Area Map 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.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

Application Deadline: 03/15/2019

Instructions

In addition to defining a Project by identifying each of the Targeted Service Areas(s), by Census Block ID#(s), Applicant must supply the Office with a visual representation of its proposed Project as derived from the Broadband Availability Map. See the "Project Selection and Data Export Instructions," attached as Exhibit L, for instructions on how to select your Project Area and obtain this visual representation.

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

Project Area Map * MB Networks Visual Representation.pdf

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.

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

Application

Application: 296739 - MB Networks Project Demo.

Program Area: Broadband Grant Program - Connect Every Iowan

Funding Opportunities: 255758 - Broadband Grant Program - Connect Every Iowan

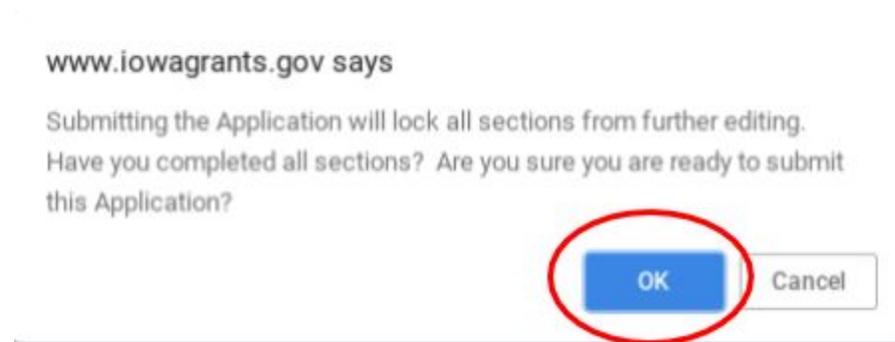
Application Deadline: 03/15/2019

Instructions

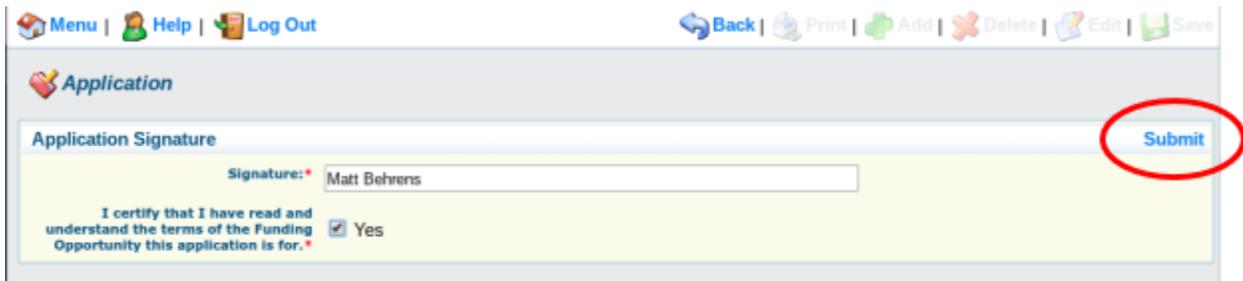
Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms			Preview Submit
Form Name	Complete?	Last Edited	
General Information	✓	02/07/2019	
Cover Sheet-General Information	✓	02/07/2019	
Business Organization	✓	02/07/2019	
Executive Project Summary	✓	02/07/2019	
Funding	✓	02/07/2019	
Demonstrated Experience	✓	02/07/2019	
Minority Impact Statement	✓	02/07/2019	
Central Forms	✓	02/12/2019	
Project Area Map	✓	02/12/2019	

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.

