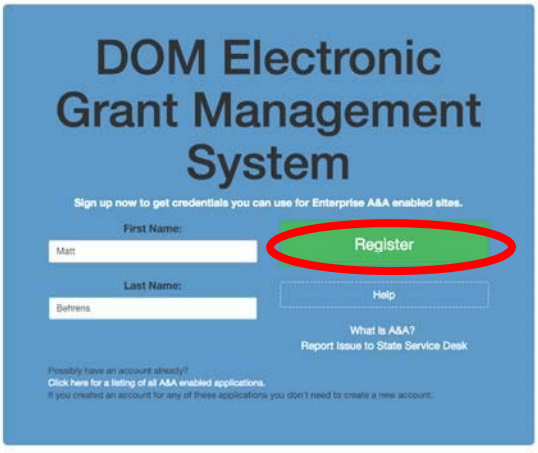
Exhibit I - Iowa Grants Registration and Application Instructions (NOFA #006)

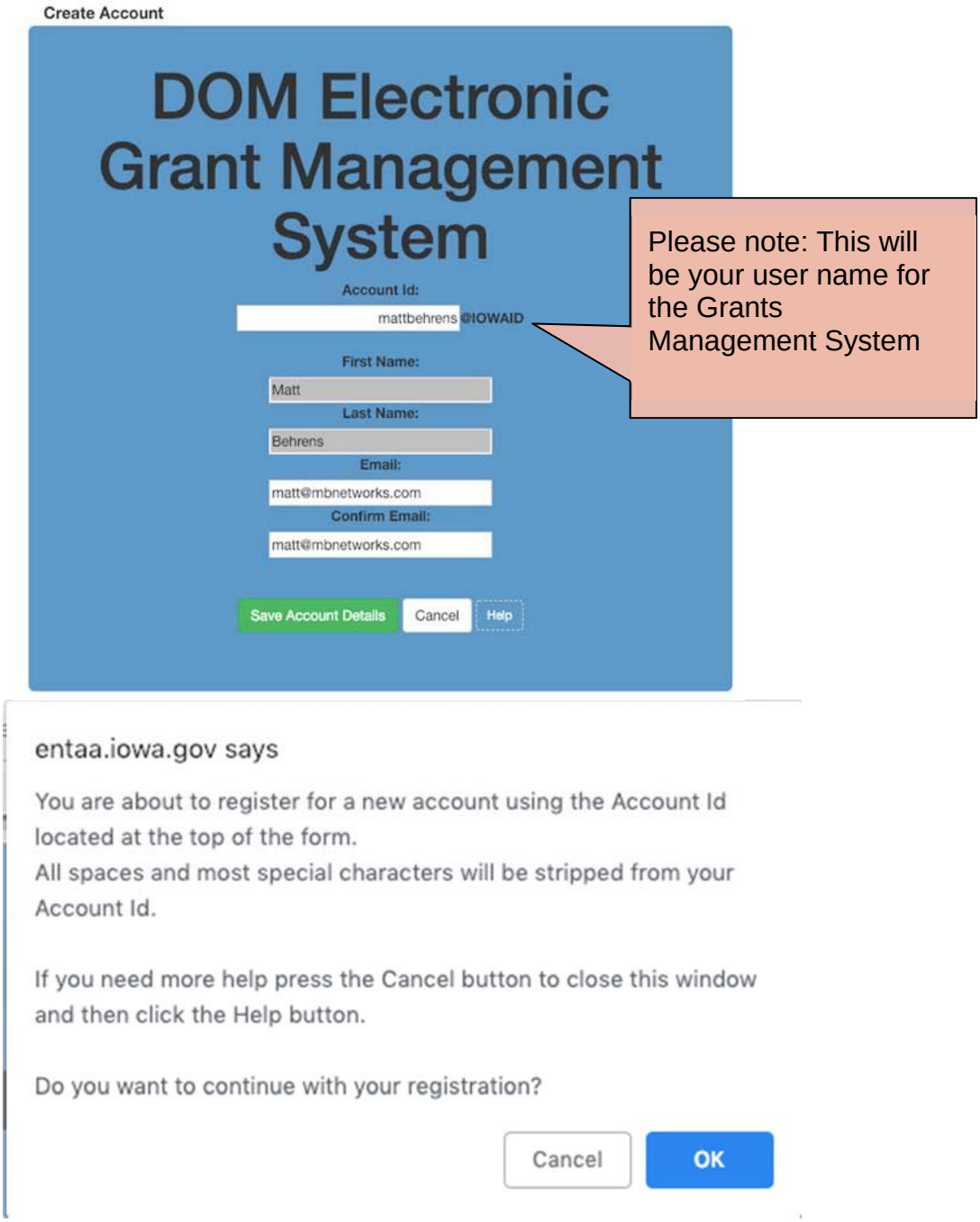
The following instructions are designed to provide applicants with step-by-step guidance concerning registration and the submission of applications to the Iowa Grants System. All applications must be submitted through the Iowa Grants System to be considered timely and valid as part of the broadband grants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

1) Go to http://www.iowagrants.gov/. If you do not already have an account, click "New Users Register Here." If you already have an account, continue to Step 10 below.

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



3) Enter required information. Press "Save Account Details." Click OK.



4) You will see the following screen. A confirmation email will be sent to you at the email address you provided. Follow the instructions to activate your account.

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.

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.

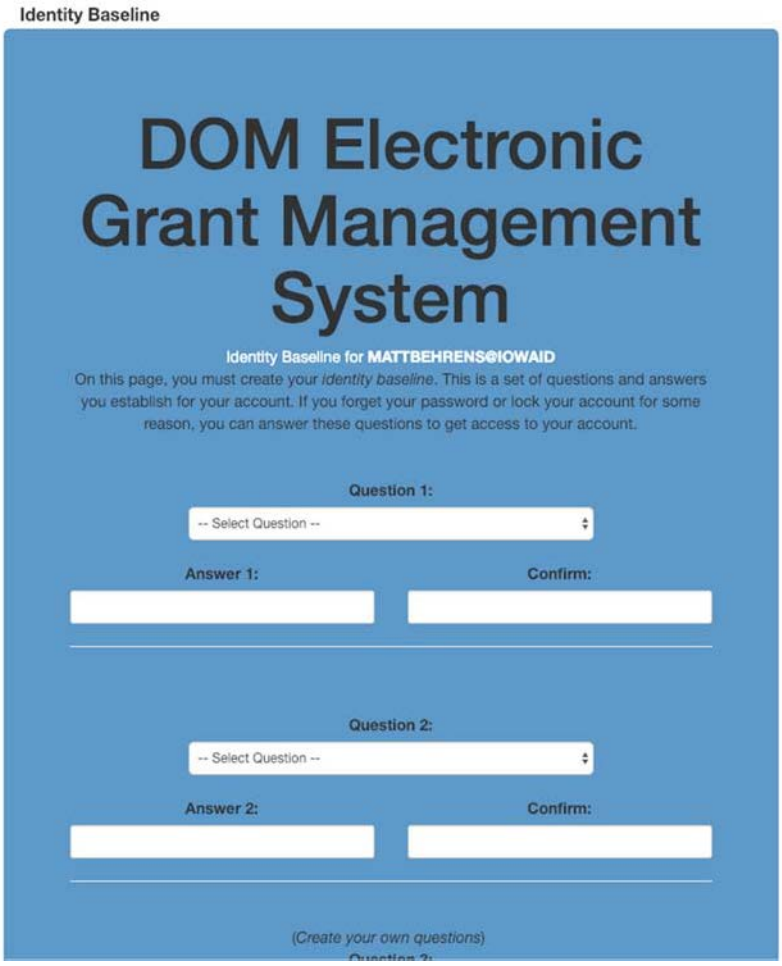
*If you get the message "We have sent an email reminder to (YourEmail.Address@Domain) with your Account Id." then your account was created and you need to go back to your email and check for a new message from this system.

Thanks!

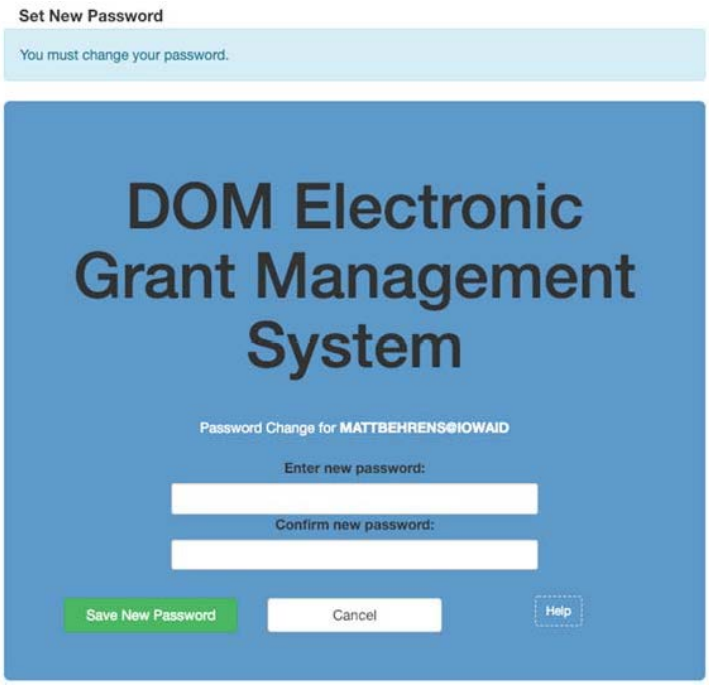
State of Iowa

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

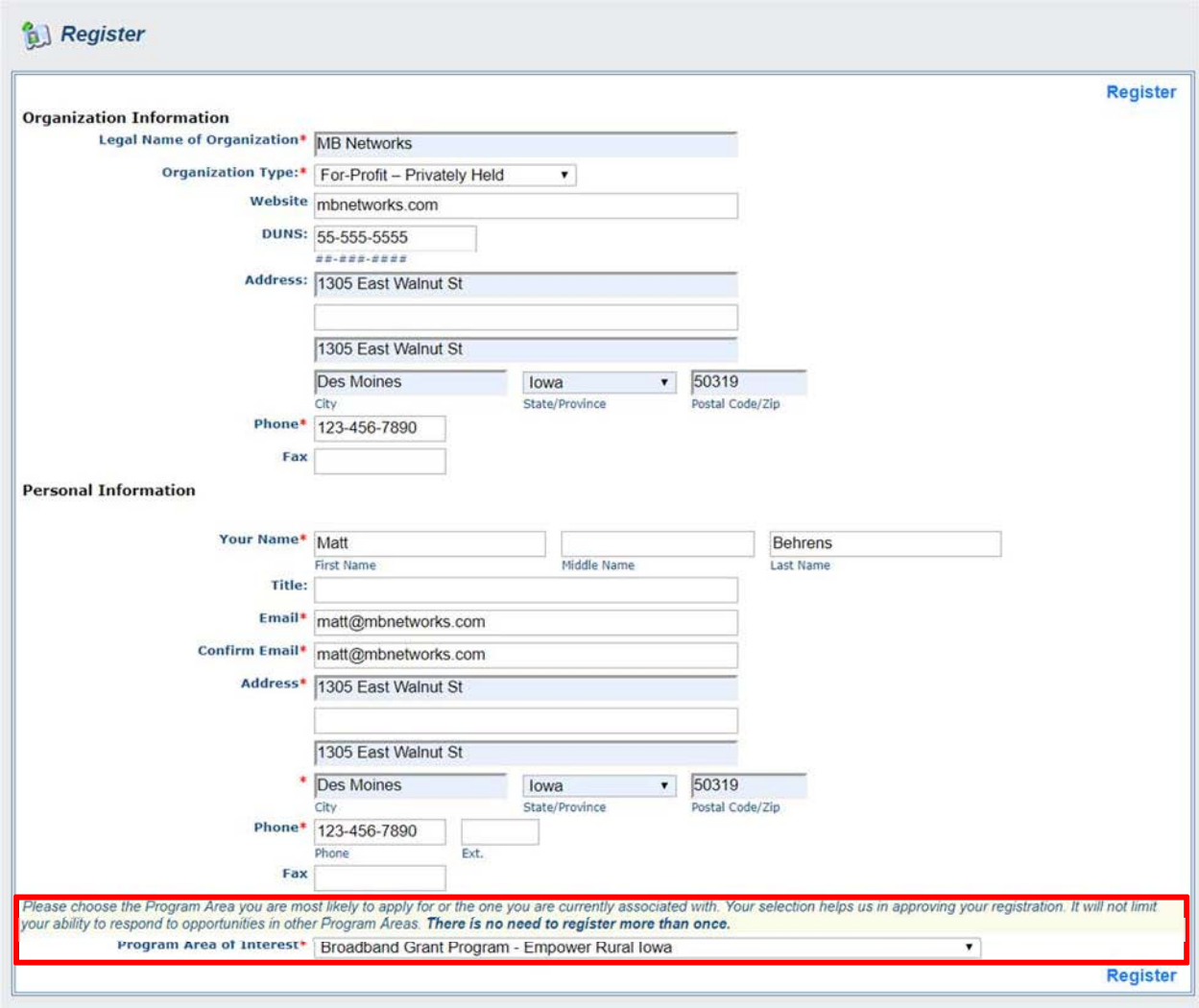
5) Fill out the Challenge Questions.



6) Enter your password, confirm it, and press “Save New Password.”



7) Enter your organization information into the corresponding fields. Choose "Broadband Grant Program - Empower Rural Iowa" as your Program Area of Interest, and press "Register" to continue. An email will be sent to you to confirm registration.

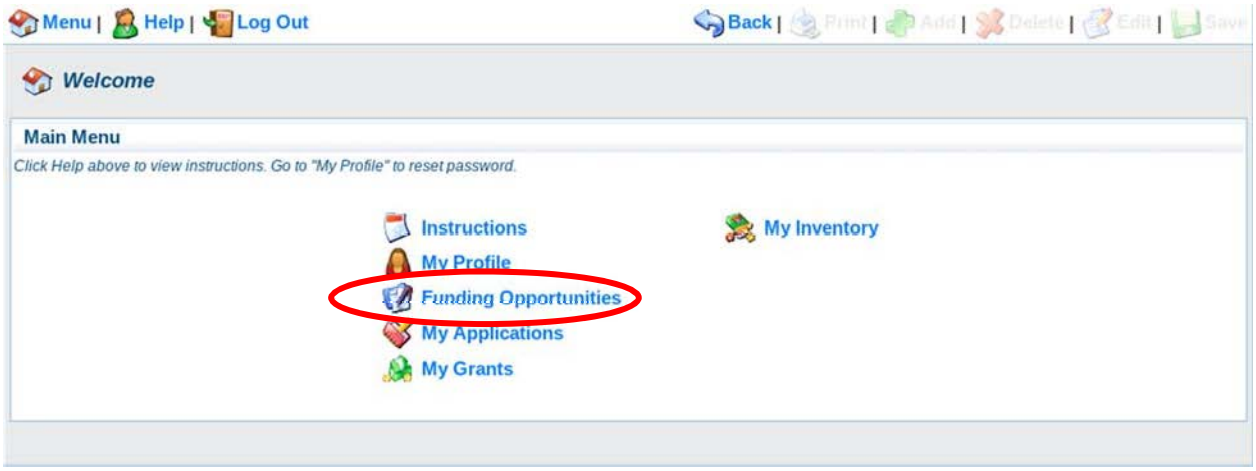


8) An OCIO Grants Administrator will approve your account within 2 business days. When this approval is granted, you will receive a confirmation email. You can either follow the link in the email or go to http://www.iowagrants.gov to log in to your account to begin applying for a grant.

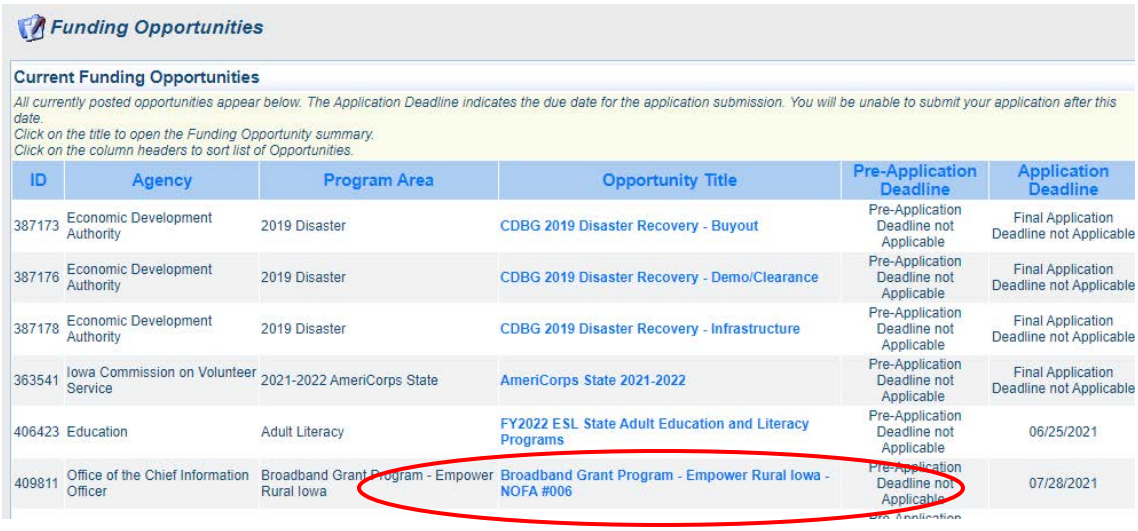
9) Once your account has been approved, return to the Iowa Grants System and click "Returning Users Sign-in Here" to begin the application process.

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

11) Click on "Funding Opportunities."



12) Click the link Broadband Grant Program - Empower Rural Iowa - NOFA #006.

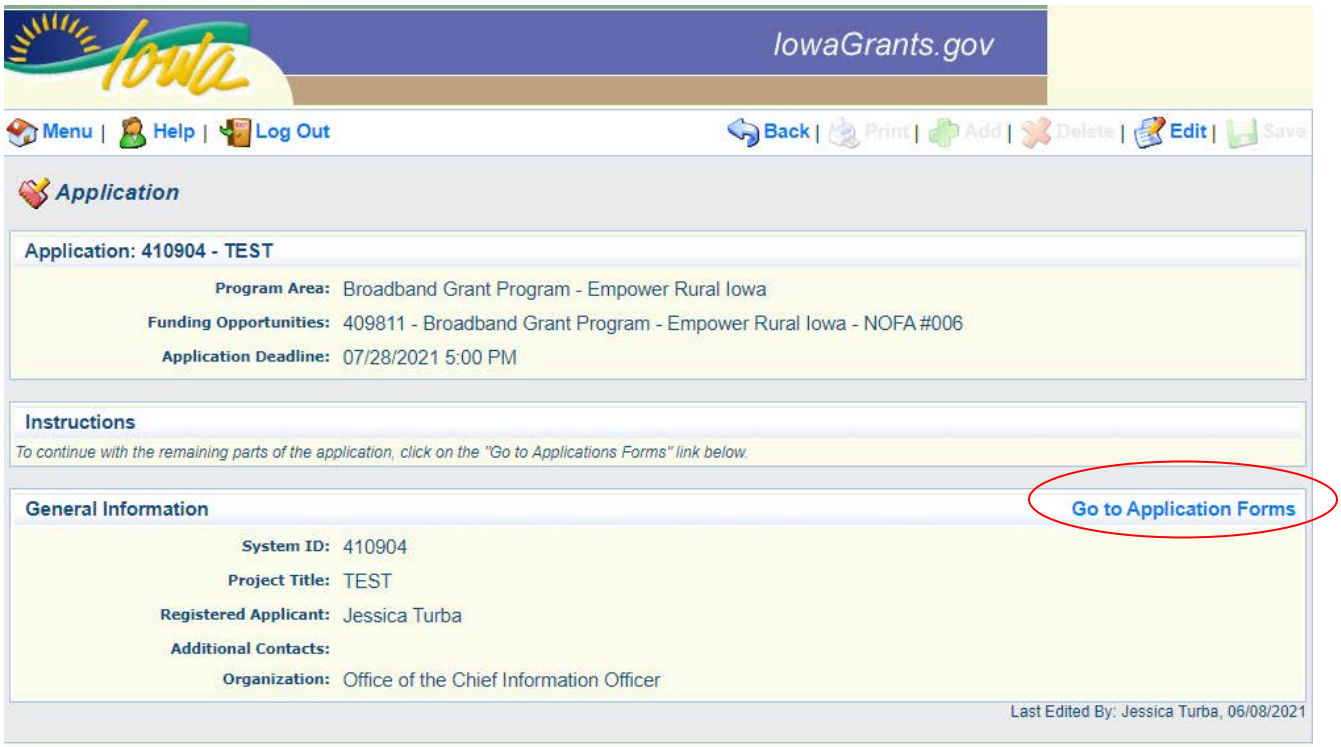


13) A description of the grant program will appear. Click "Start a New Application."

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

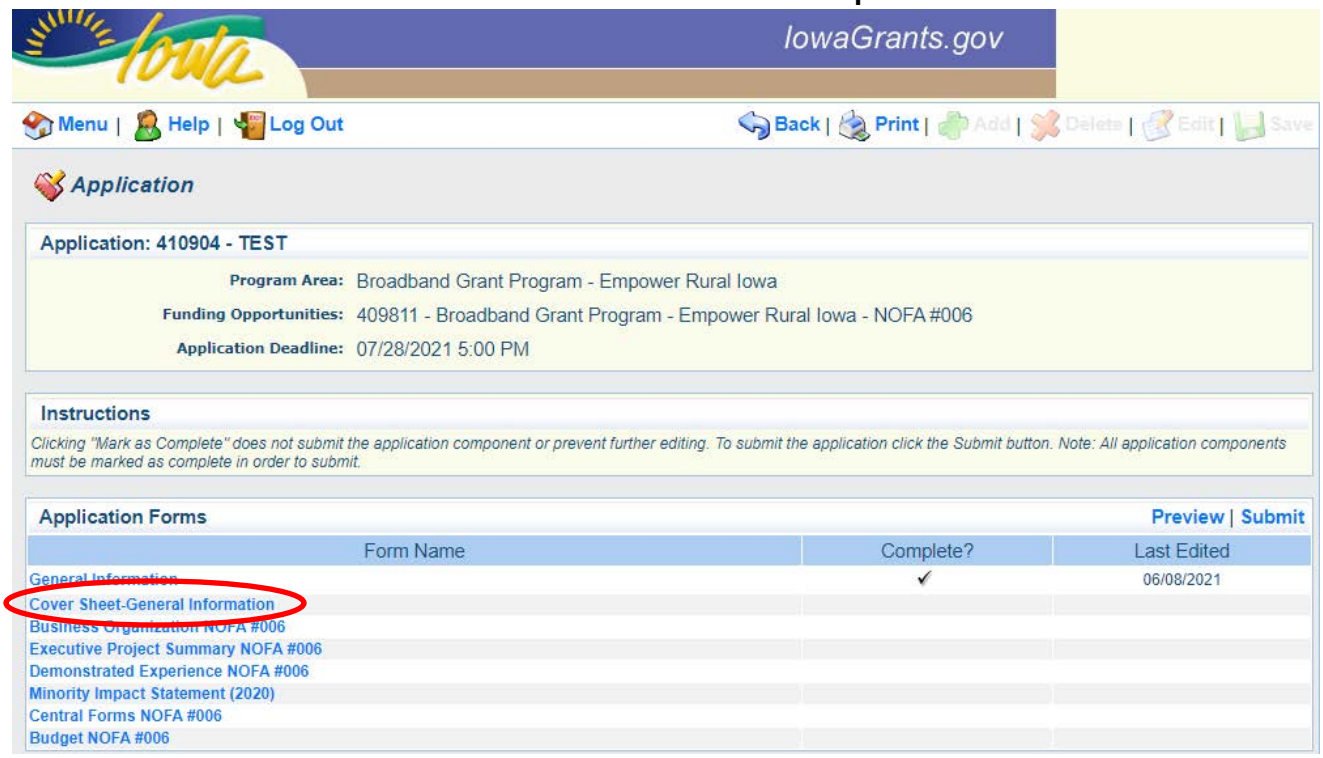
NOTE: If you are submitting a Grant Application on behalf of a subsidiary or client and that applicant organization's name does not appear in the list of Organizations on this screen, contact ociogrants@iowa.gov and a staff member will provide additional assistance.

15) A new screen reflecting your Project Title will now appear. Next, click "Go to Application Forms."



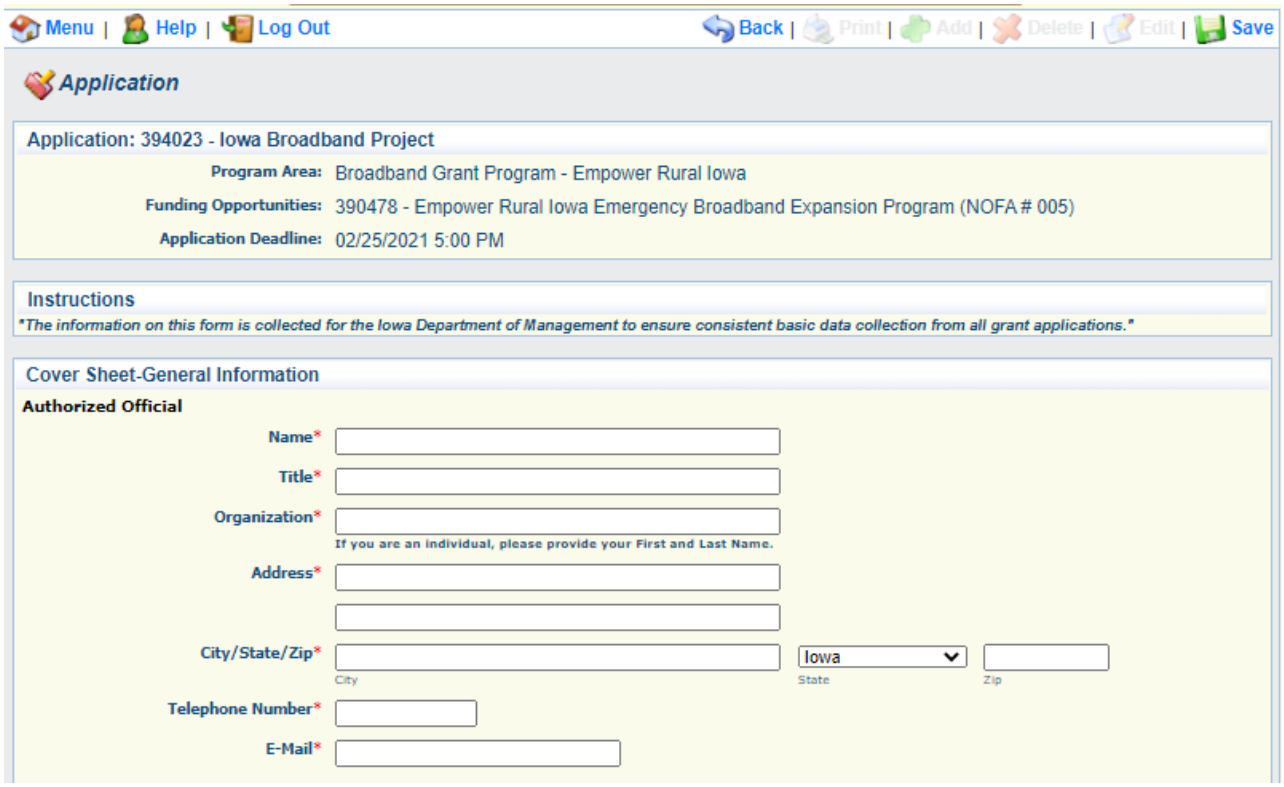
Multiple Users, Single Application: Iowa Grants will permit multiple users within the Applicant's organization to register and work on an Application. The first user to initiate an Application is designated by the system as the "primary user" for that Application. To permit additional users to work on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

16) **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). To continue, click on the Cover Sheet - General Information Link to proceed to the next form.**



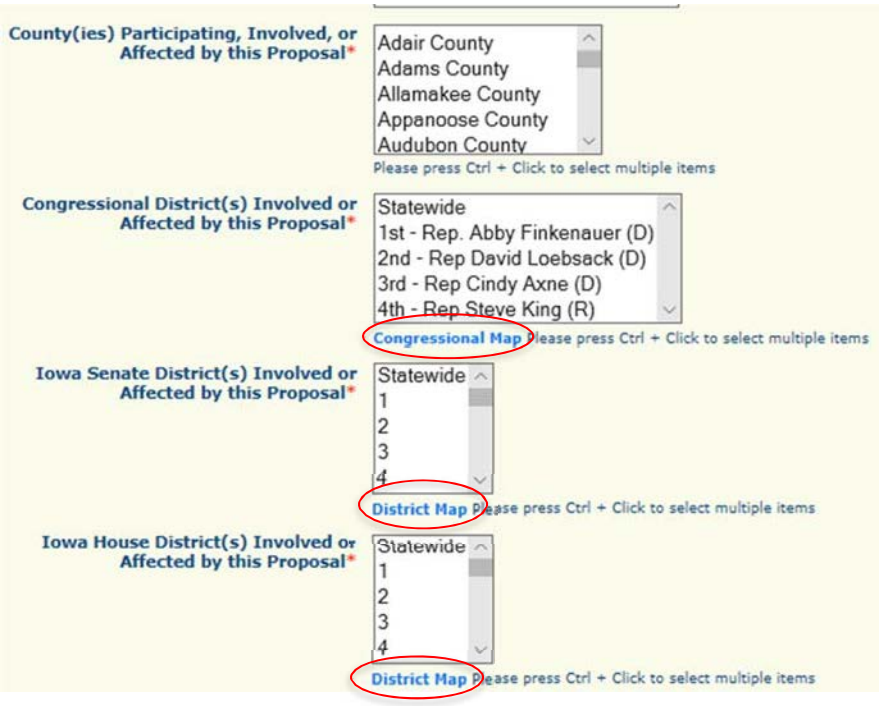
17) Enter the Authorized Official information requested on the Form. This can be the individual who created the Iowa Grants account or another person. The Authorized Official is the person who is authorized to respond to inquiries and make binding decisions on behalf of an Applicant regarding an Application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

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

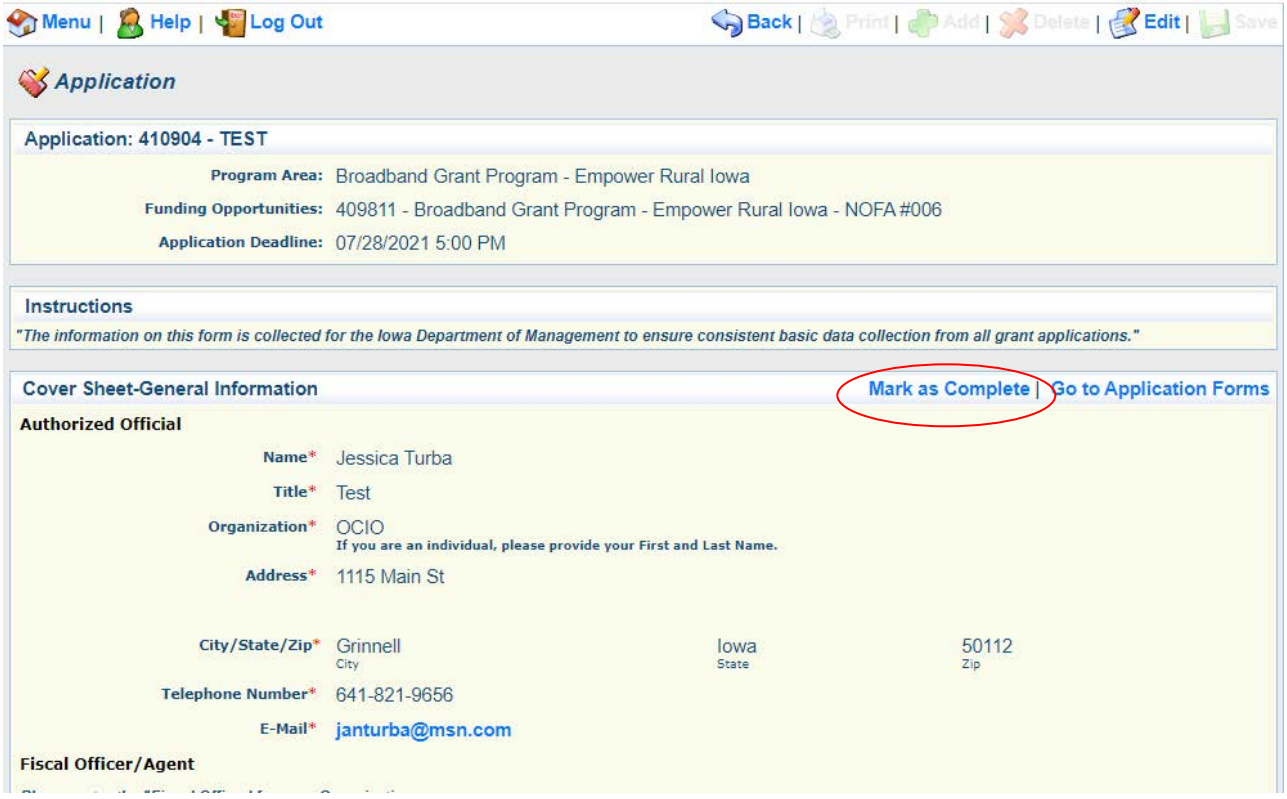


18) You must also provide the name of a Fiscal Officer for your firm. The Fiscal Officer is the individual who is responsible for submitting grant claims in the system on behalf of your firm. This can be the same person as the Authorized Official or someone different. You will also be required to list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

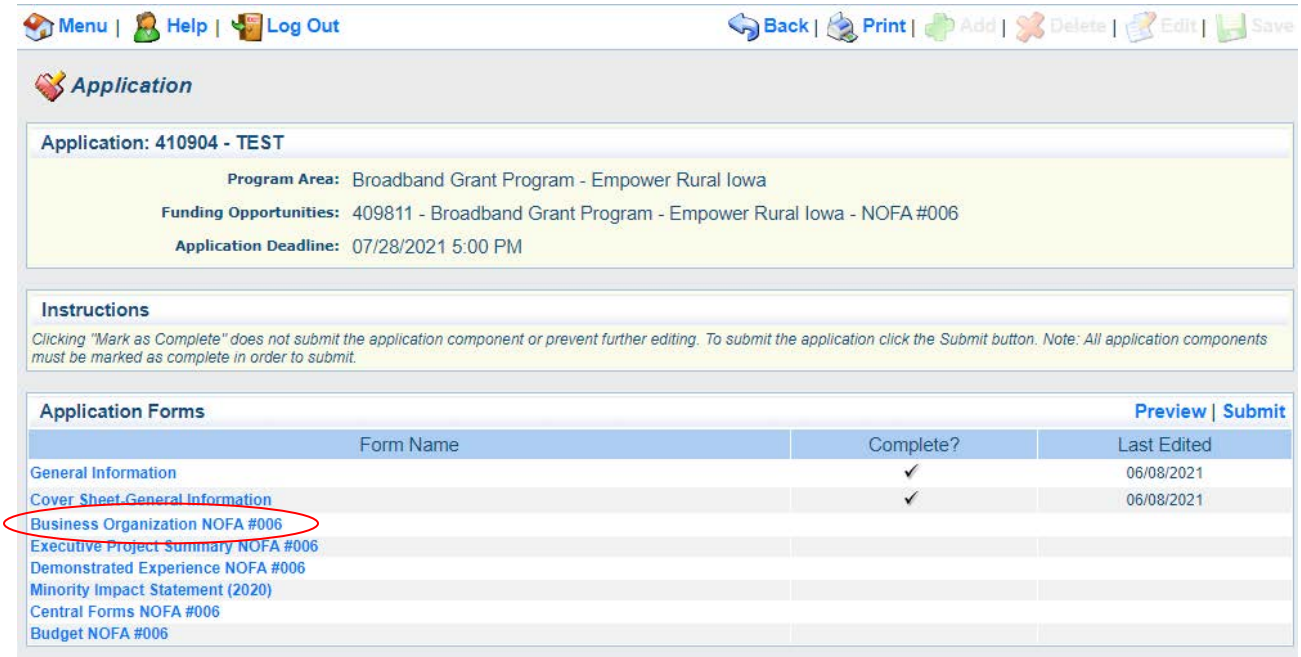
19) You must indicate all counties, federal congressional districts, Iowa Senate districts, and Iowa House districts affected by your project. Click the District Map Links provided for assistance locating the affected districts. Click "Save" to proceed.



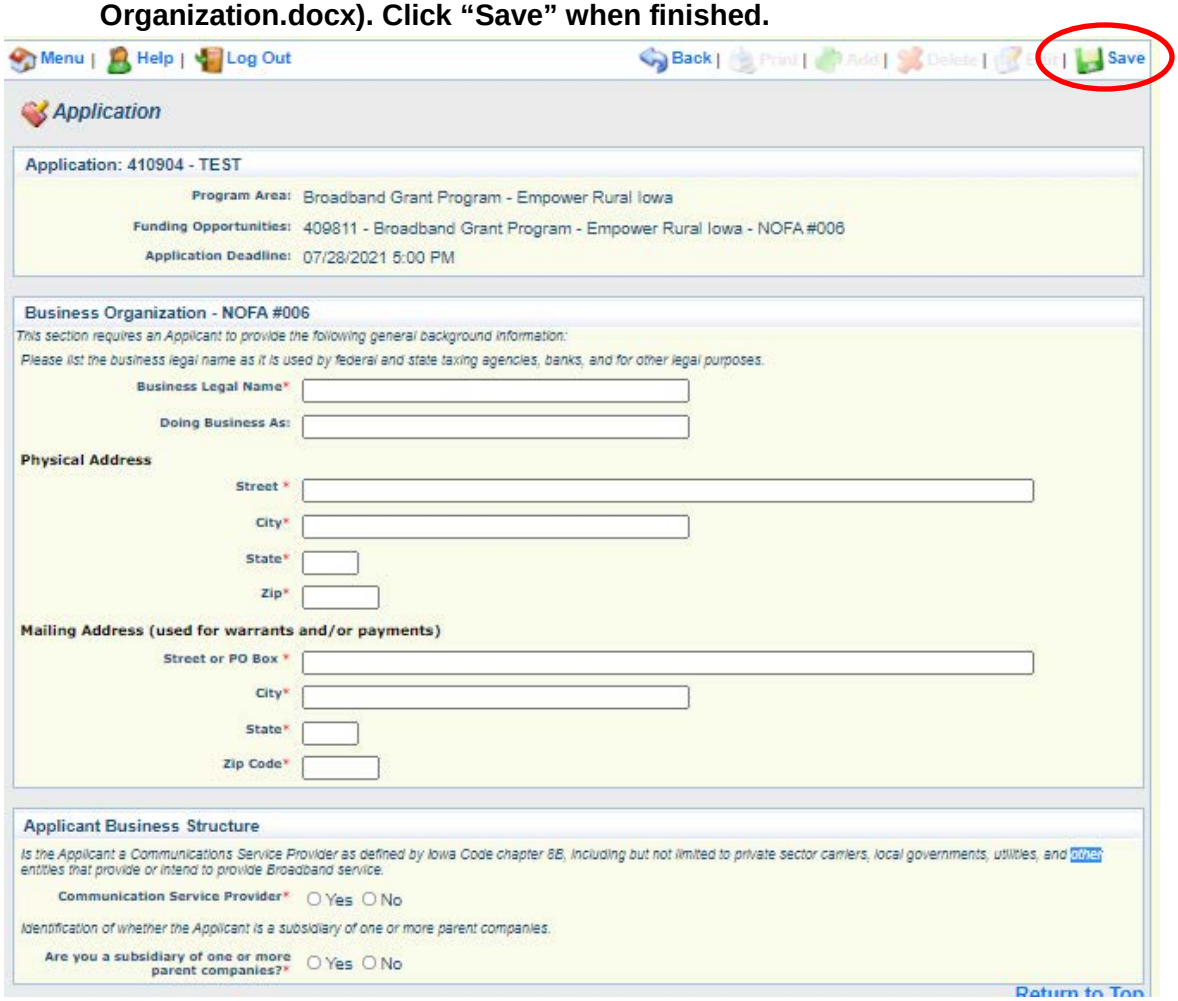
20) A screen showing your Cover—Sheet General Information now appears. Click "Mark as Complete" to continue, or "Edit" to make changes.



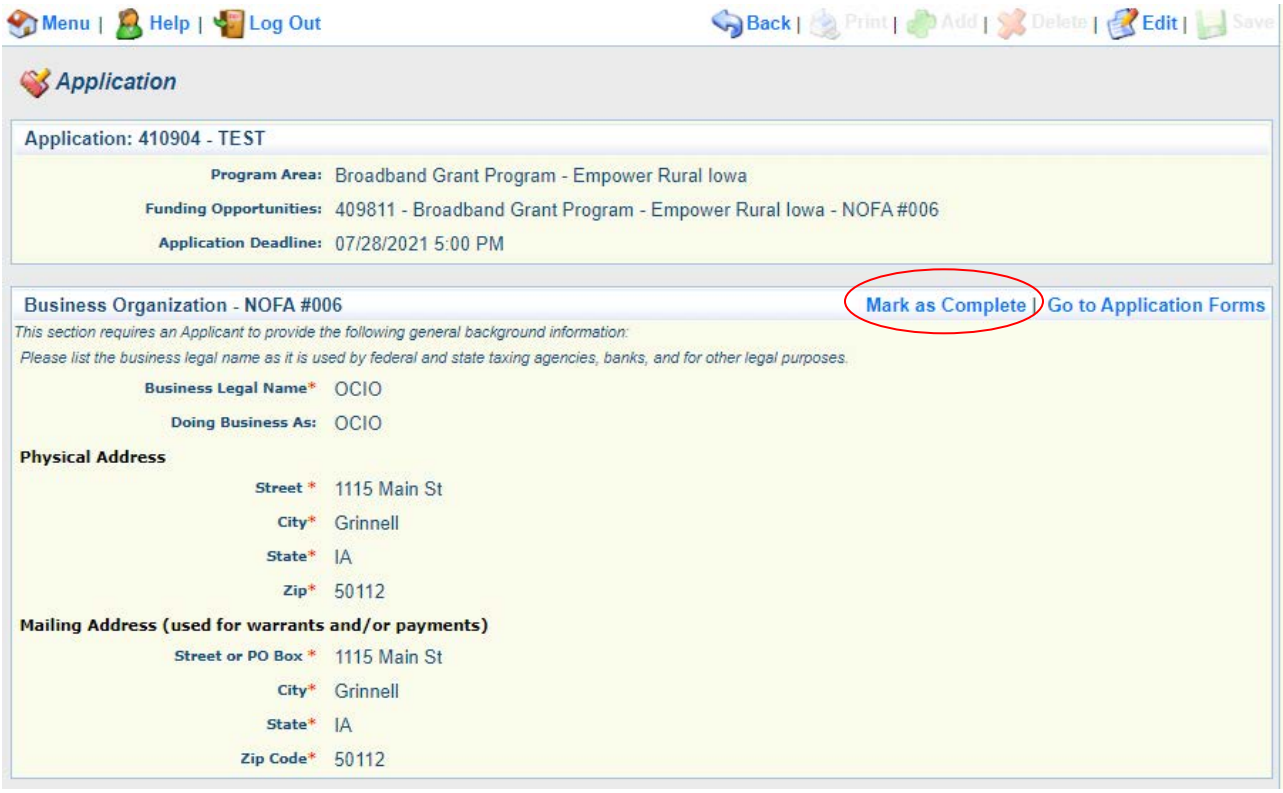
21) Next, click on the "Business Organization - NOFA #006" link to proceed.



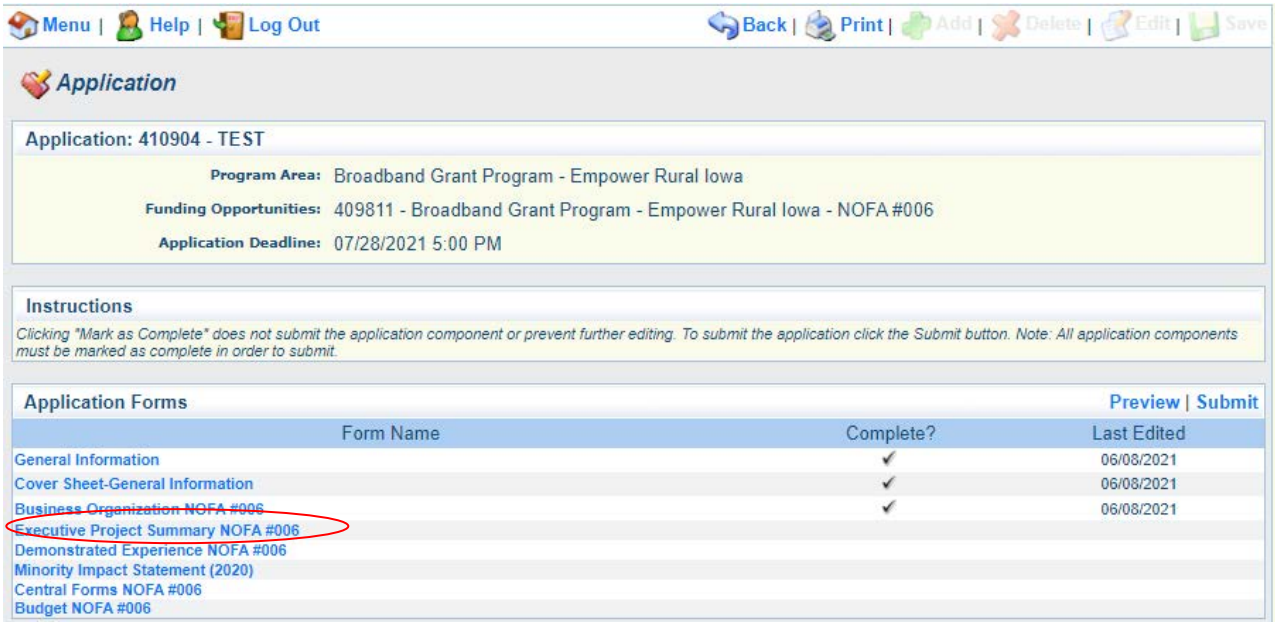
22) Depending on your browser, you may need to click "Edit" before entering information. For non-business entities, enter your organization under Business Legal Name. If you are a subsidiary, you must upload a Word doc describing the relationship between the parent and the subsidiary. Please name the file accordingly: Application Number – Applicant Name – Business Organization (e.g., 410904 – Broadband LTD – Business Organization.docx). Click "Save" when finished.



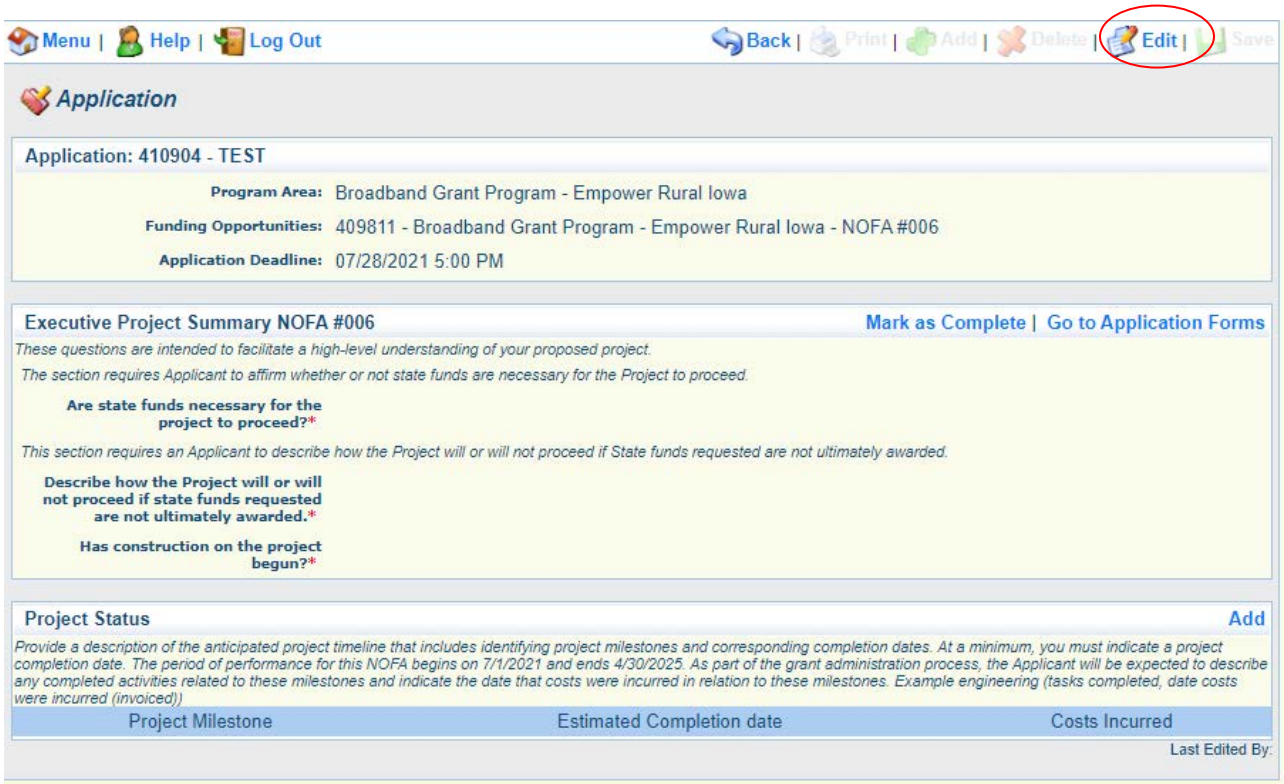
23) Verify the information submitted under Applicant Business Information is correct and click "Mark as Complete" to proceed.



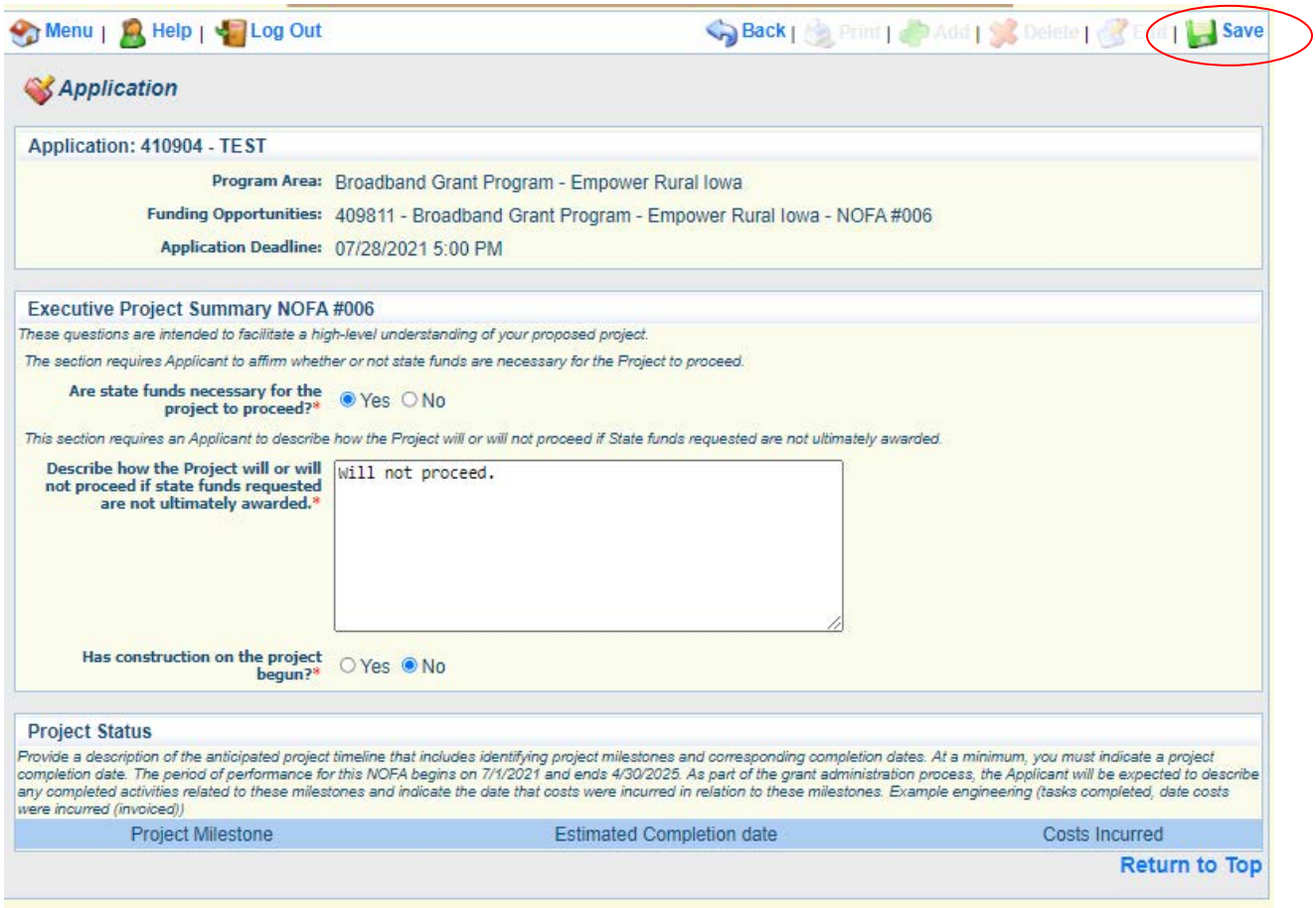
24) Next, click on the "Executive Project Summary NOFA #006" link to proceed.



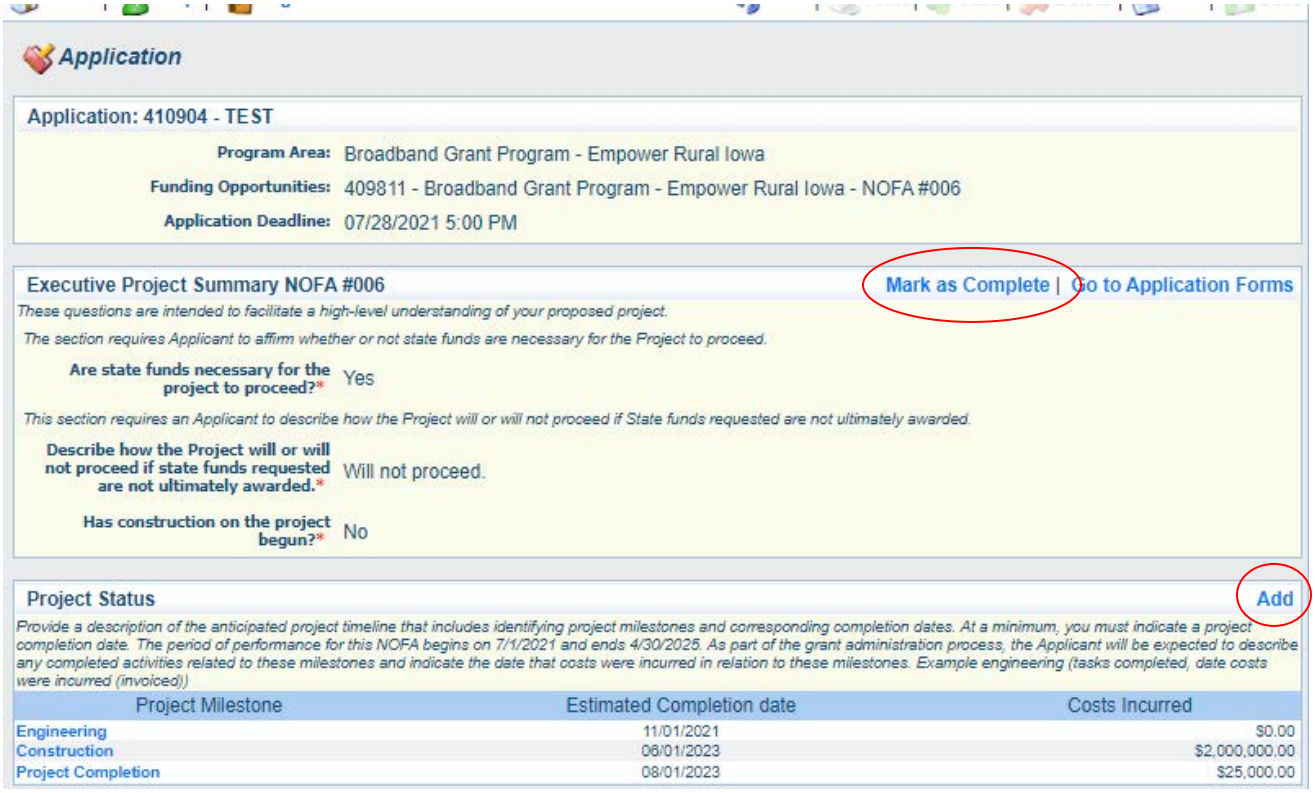
25) The Executive Project Summary - NOFA #006 form is showing. Click the "Edit" button to enter information.



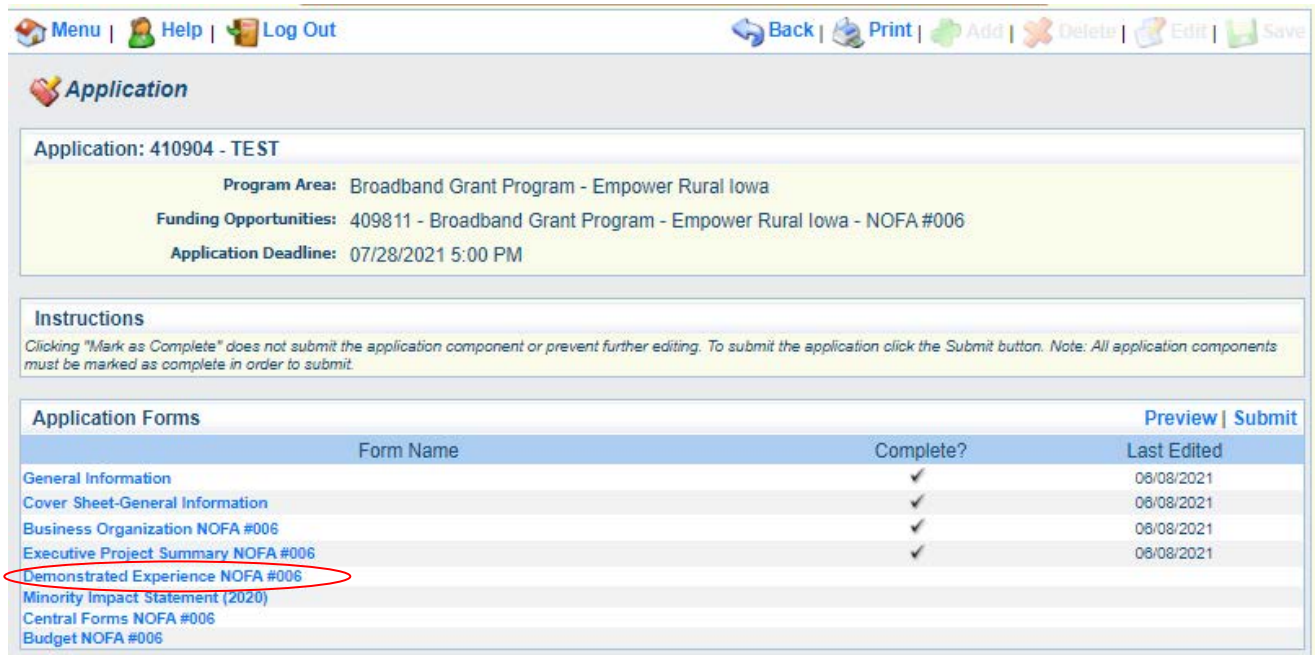
26) Enter required information. Click "Save" at the top of the page when complete.



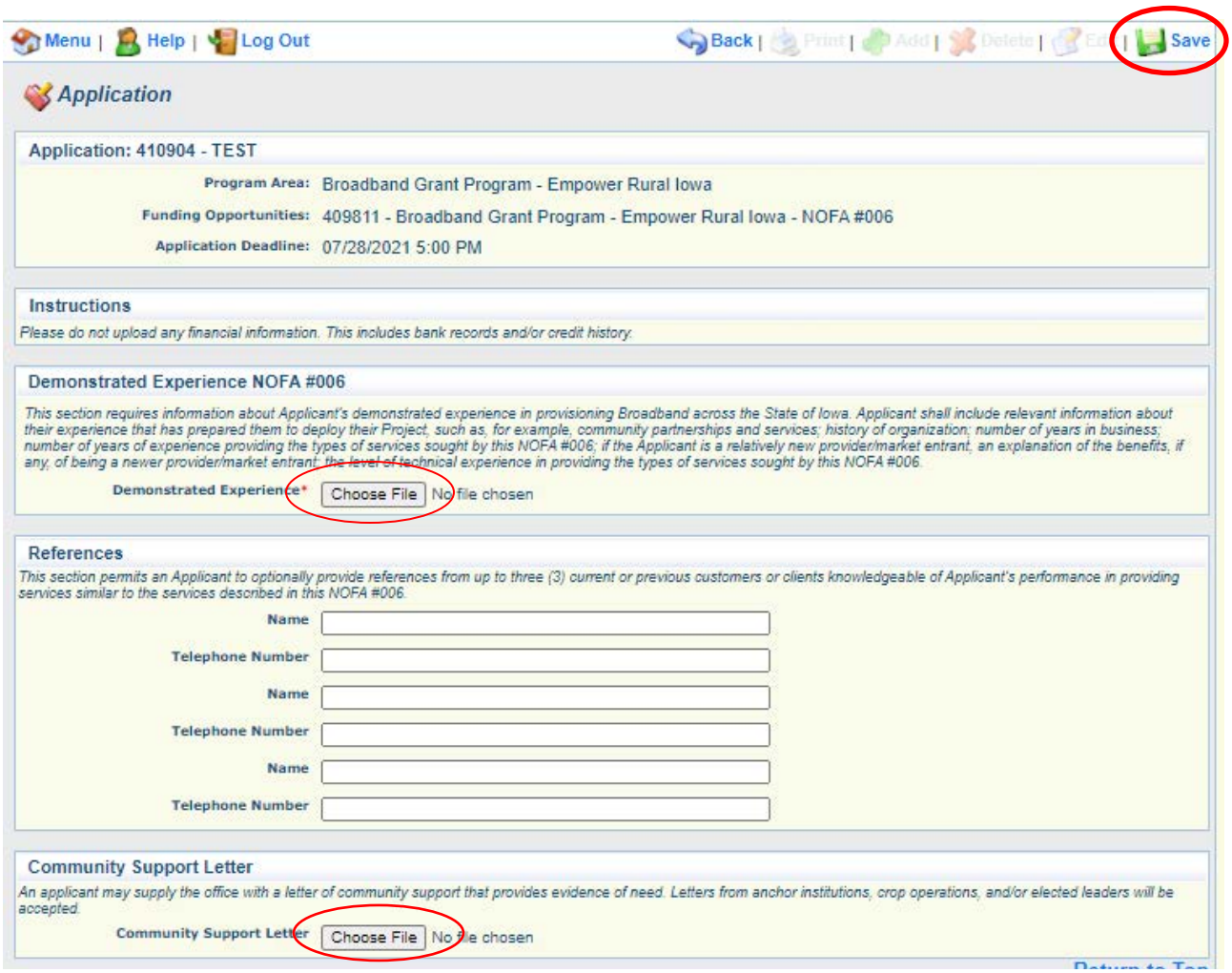
27) Next, click "Add" to enter your project's timeline information, and Save for that milestone. For each milestone, click Add and then Save. Click "Mark as Complete" to proceed. If you need to edit the Project milestone information, click the blue link associated with the milestone. You must enter a Project Completion Date for your Project (No later than April 30th, 2025).



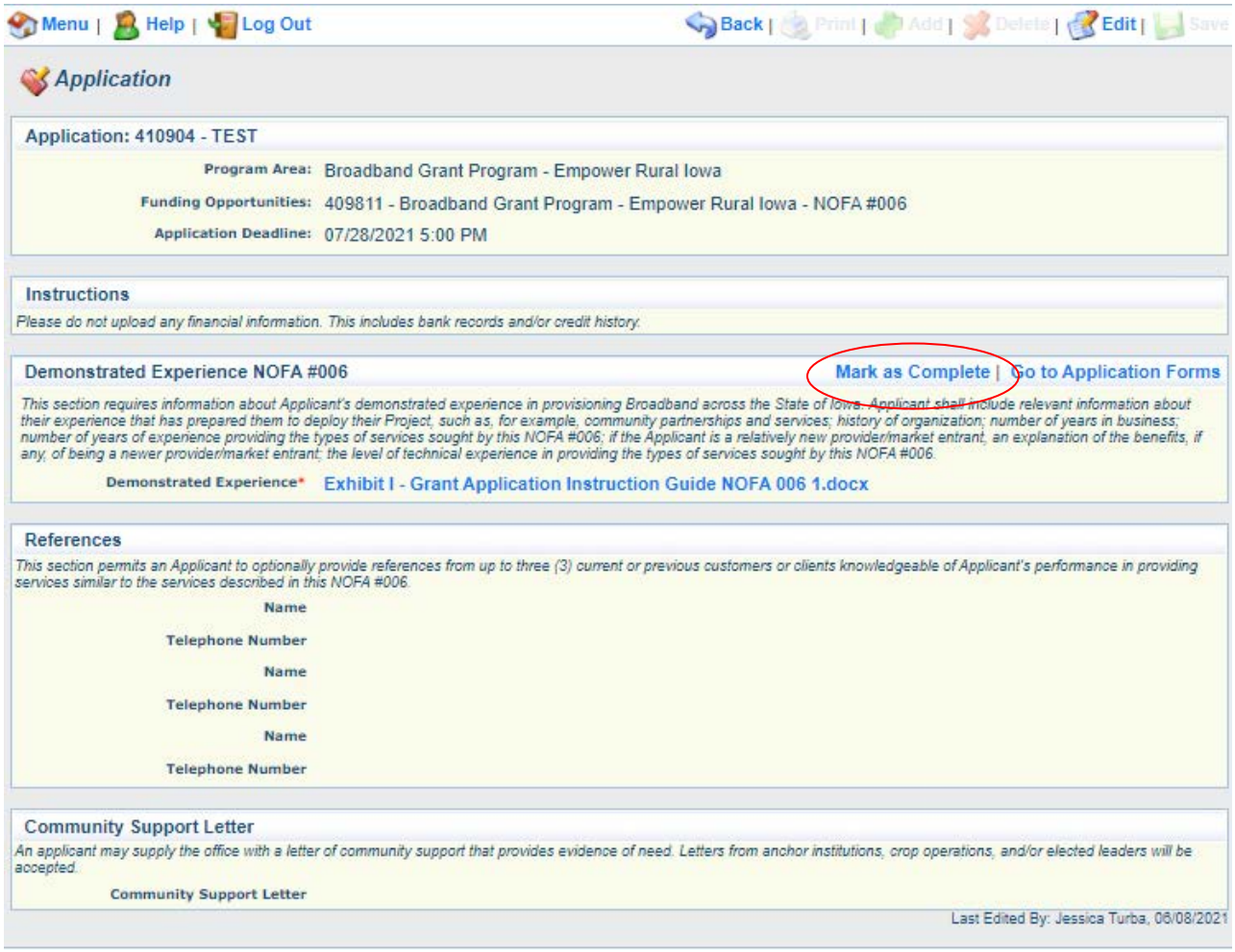
28) Next, click on the "Demonstrated Experience NOFA #006" link to proceed.



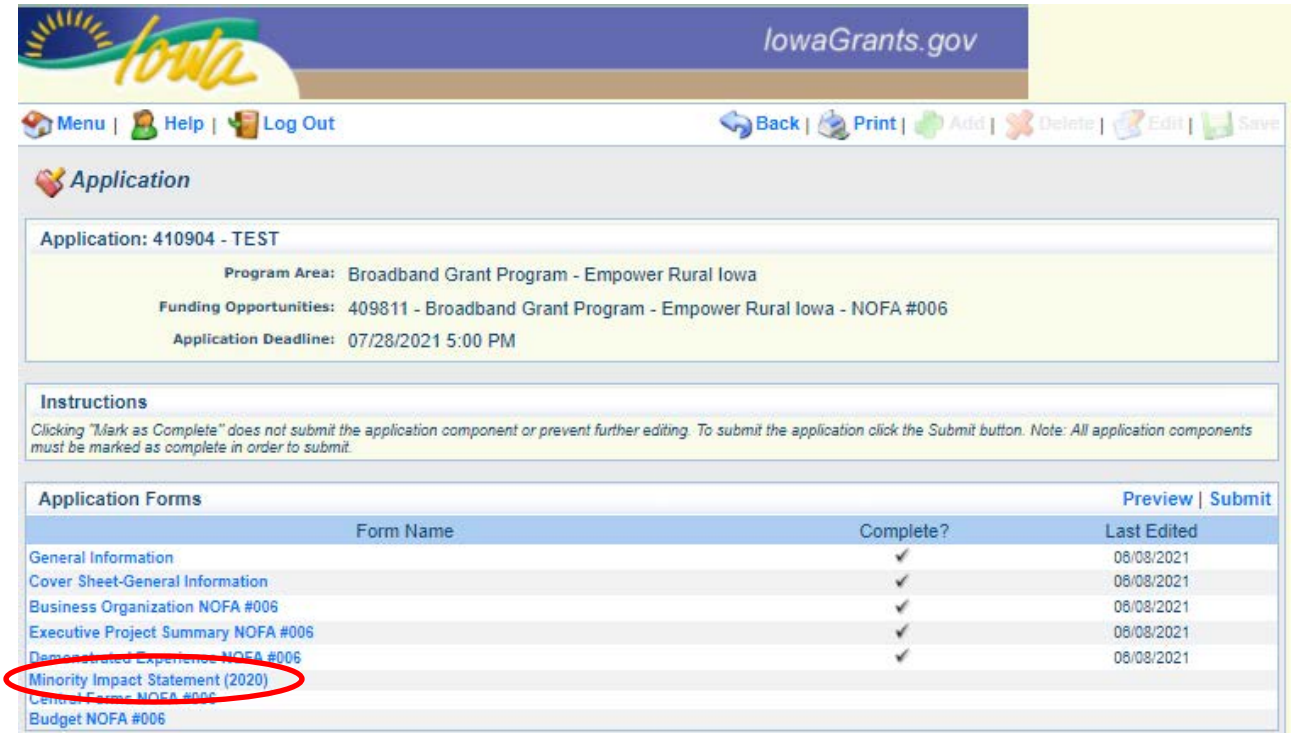
29) Depending on the browser you may need to click the "Edit" button to enter information. Click the "Browse or Choose File" button to upload the file (use the naming convention: Application Number – Applicant Organization – Demonstrated Experience). You may also enter references and a community support letter in this form. Click "Save" once complete.



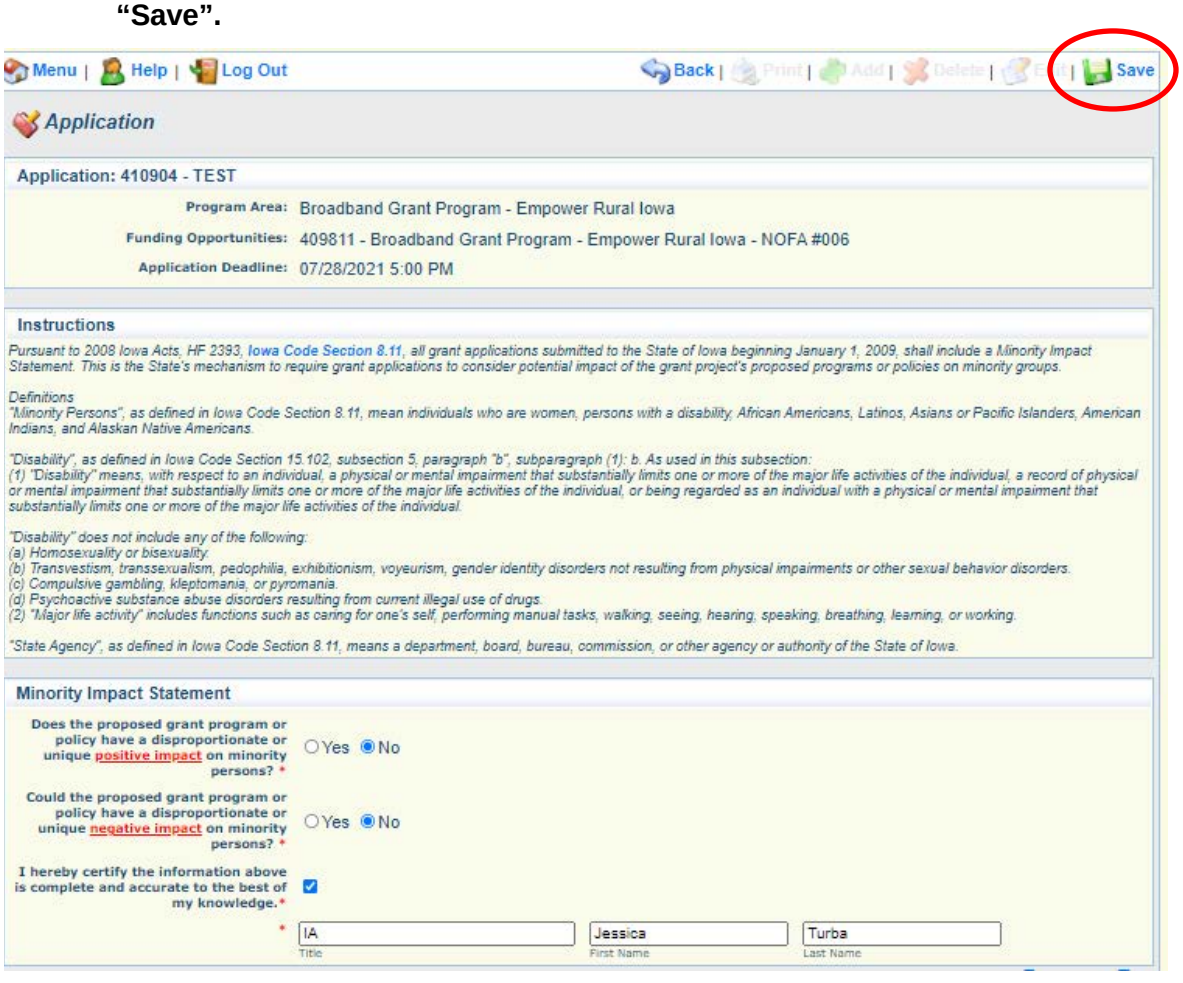
30) Select "Mark as Complete" once all materials are uploaded/entered.



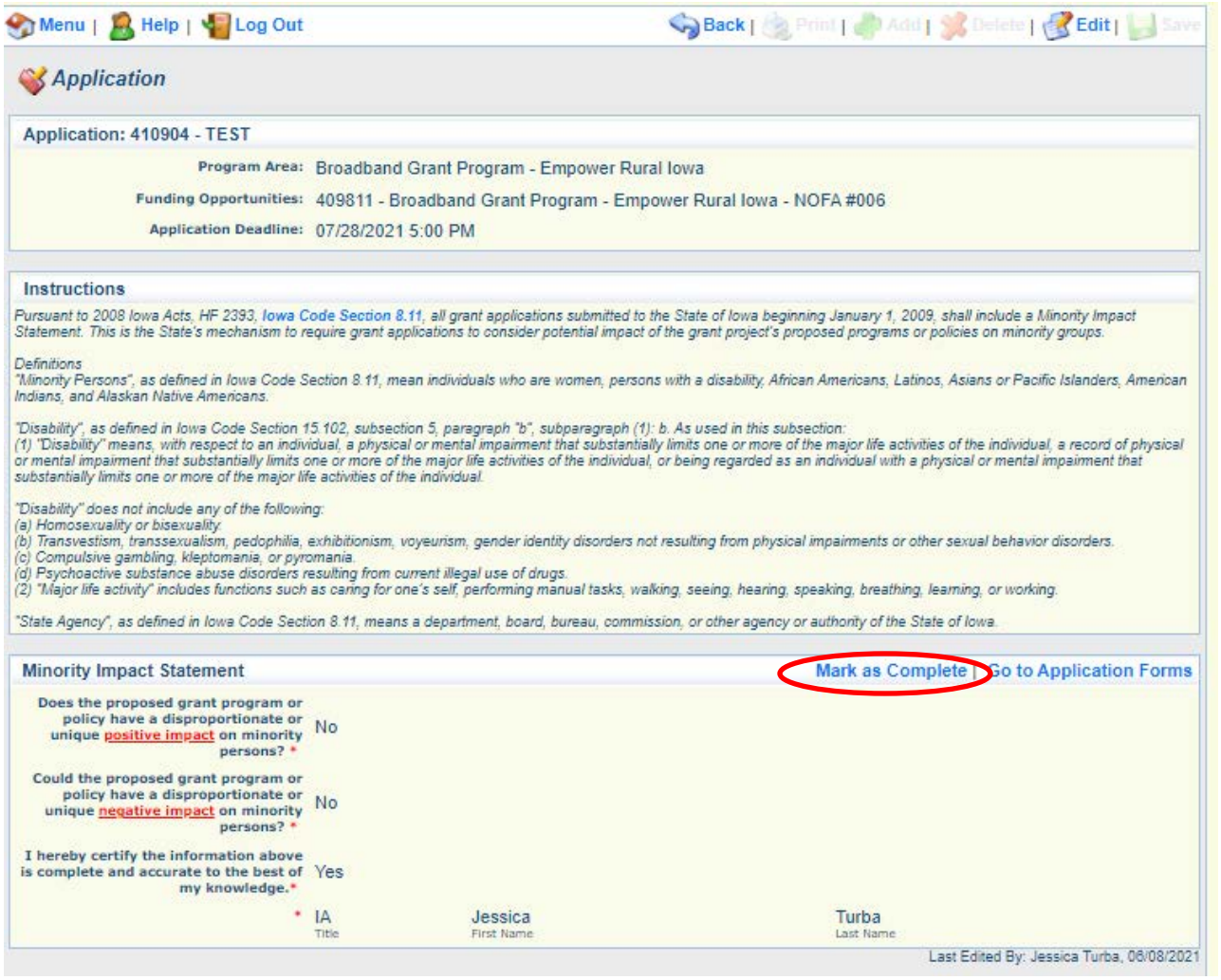
31) Next, click on the Minority Impact Statement to proceed. Click "Edit" to respond to the required questions and certify that the information is correct. Select "Save" and "Mark as Complete" at the top of the page to proceed.



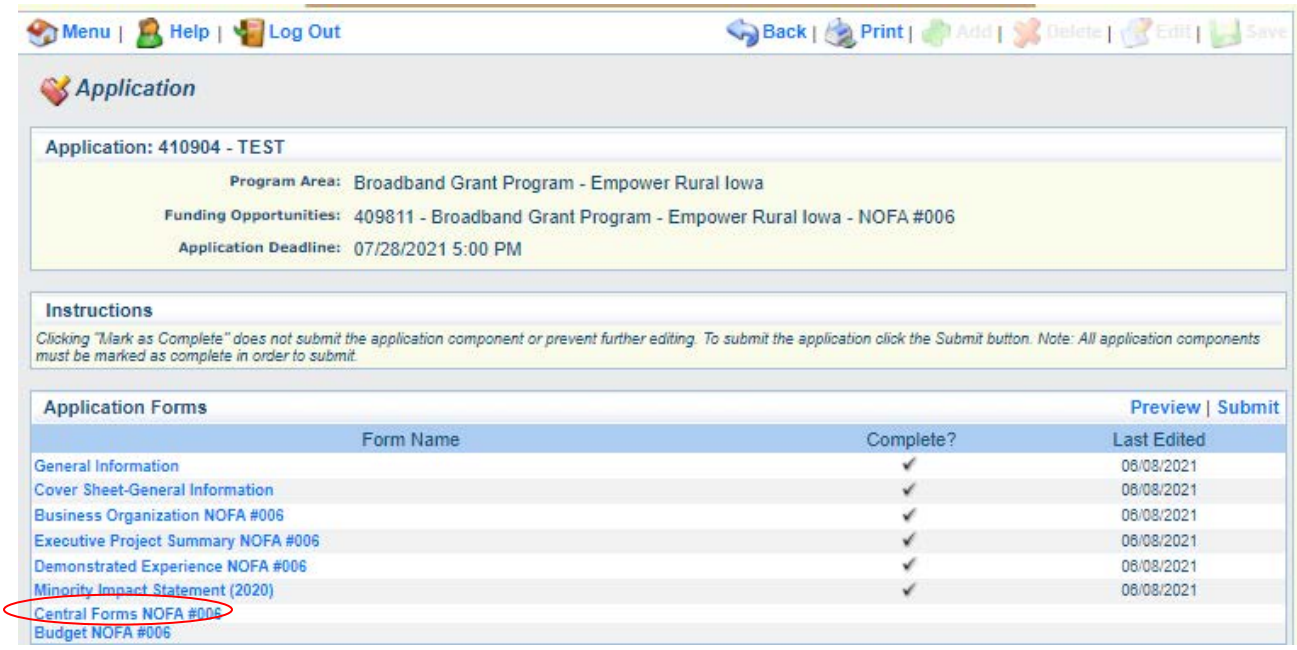
32) Enter in the responses to the Minority Impact Statement questions. Click "Save".



Next Click "Mark as Complete".



33) Next, click on Central Forms to proceed.



34) You must upload a Full Unredacted Core Application. Select the "Choose File" or "Browse" button to upload your application materials. Depending on your browser you may need to click the "Edit" button.

35) If you are submitting a redacted version of the Core Application, you may upload the Public Redacted Copy in the designated box. The Public Redacted Copy must be in the form of an Adobe PDF file that fully depicts each screen of the Core Application Excel Workbook with redactions applied to any areas that the Applicant requests be treated as confidential under Iowa Code Chapter 22.

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.

36) Applicants are required to submit a answer or upload in response to each section in the Central Forms. For example, *"Application Number – Organization Name – Exhibit F."* Click "Save" and "Mark as Complete" to proceed.

Broadband Grants Program Grant Agreement - Exhibit E

In accordance with Section 1.7.7 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

Certification, Authorization, and Release of Information - Exhibit F

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

Certification Letter (Public)* Choose File No file chosen

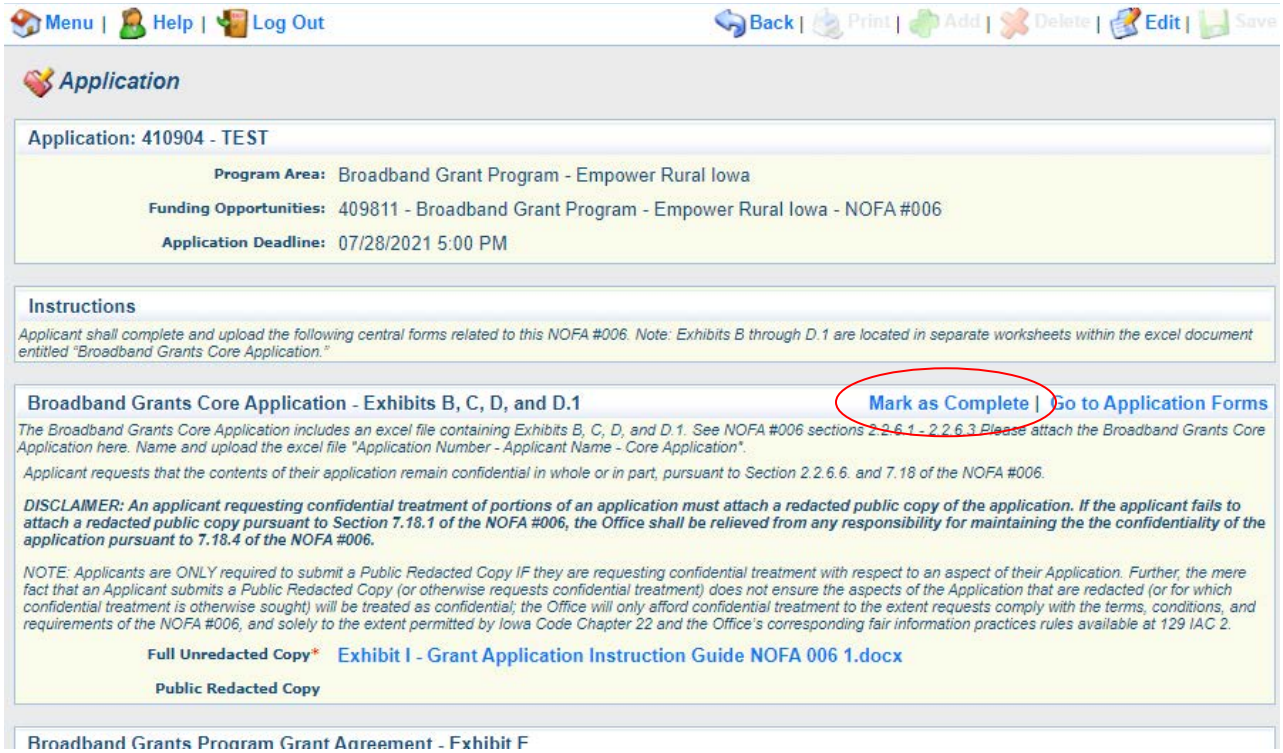
Request for Confidentiality or Form 22 - Exhibit G

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".

Form 22 (Public)* Choose File No file chosen

Return to Top

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



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

Application

Application: 410904 - TEST

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 409811 - Broadband Grant Program - Empower Rural Iowa - NOFA #006

Application Deadline: 07/28/2021 5:00 PM

Instructions

Applicant shall complete and upload the following central forms related to this NOFA #006. 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 Mark as Complete | Go to Application Forms

The Broadband Grants Core Application includes an excel file containing Exhibits B, C, D, and D.1. See NOFA #006 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 #006.

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 #006, the Office shall be relieved from any responsibility for maintaining the the confidentiality of the application pursuant to 7.18.4 of the NOFA #006.

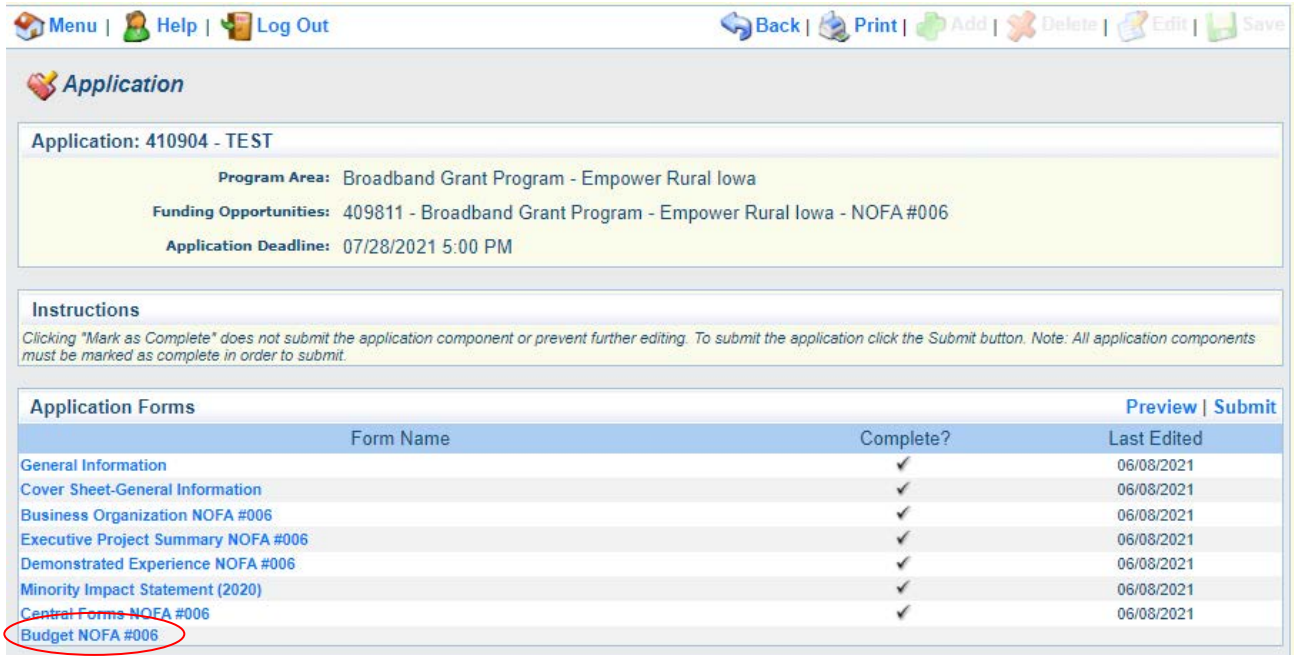
NOTE: Applicants are ONLY required to submit a Public Redacted Copy IF they are requesting confidential treatment with respect to an aspect of their Application. Further, the mere fact that an Applicant submits a Public Redacted Copy (or otherwise requests confidential treatment) does not ensure the 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 #006, 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* Exhibit I - Grant Application Instruction Guide NOFA 006 1.docx

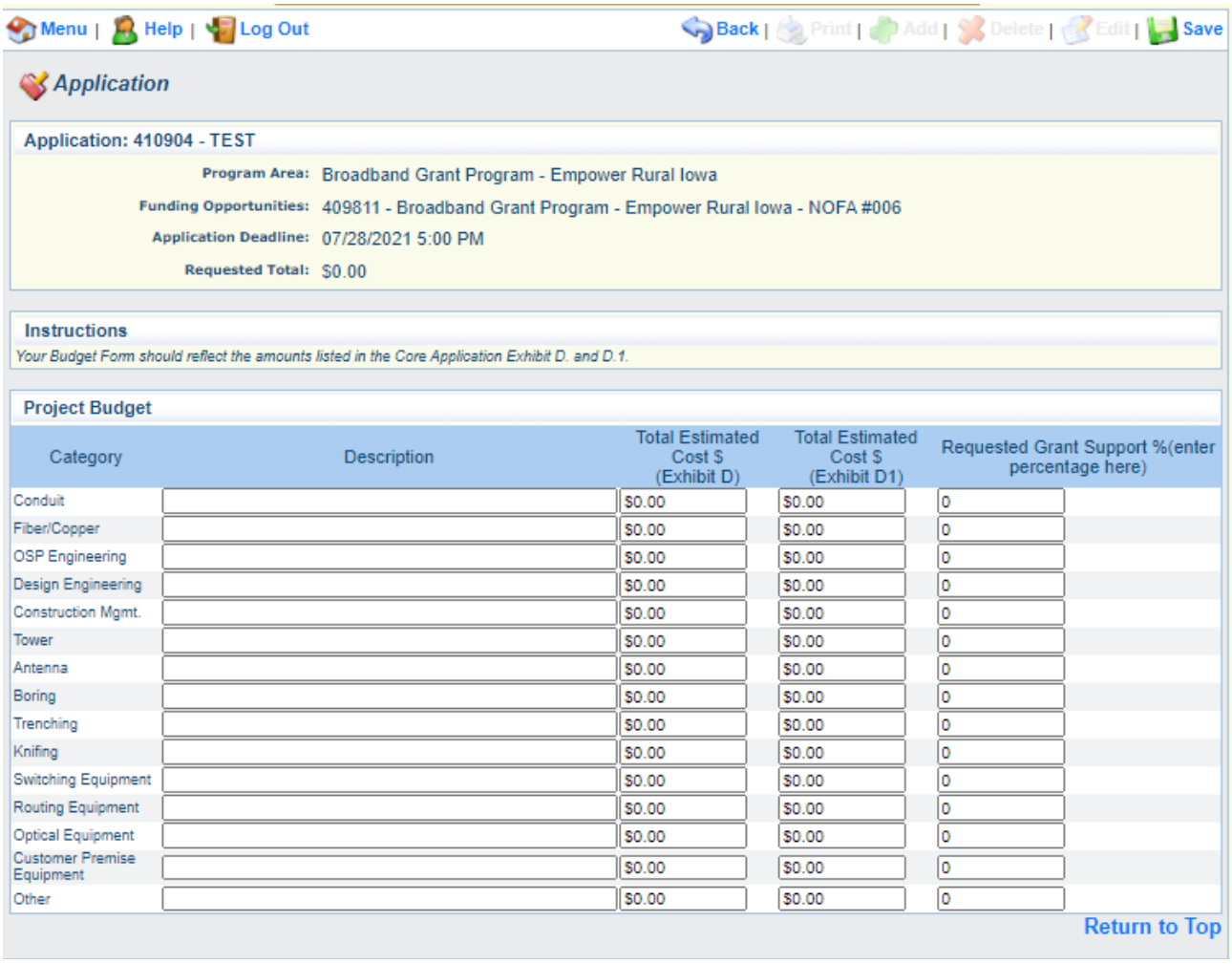
Public Redacted Copy

Broadband Grants Program Grant Agreement - Exhibit E

38) Next, click on the "Budget NOFA #006" link to proceed.



39) Depending on your browser, you may need to click the "Edit" button to enter information. Please reference your Core Application Exhibit D and D.1 for this form.



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

Application

Application: 410904 - TEST

Program Area: Broadband Grant Program - Empower Rural Iowa
Funding Opportunities: 409811 - Broadband Grant Program - Empower Rural Iowa - NOFA #006
Application Deadline: 07/28/2021 5:00 PM
Requested Total: $0.00

Instructions

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

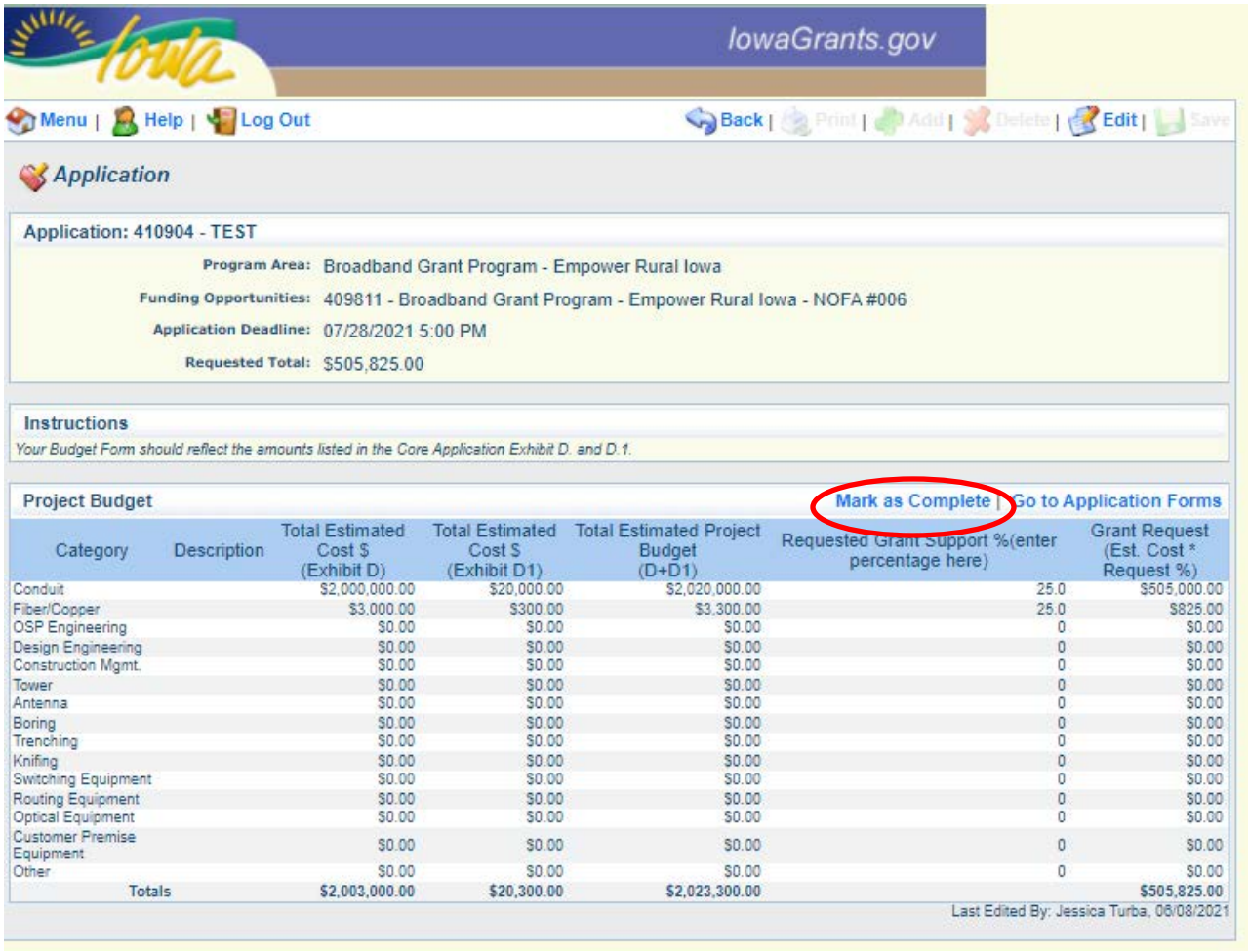
Project Budget

Category	Description	Total Estimated Cost $ (Exhibit D)	Total Estimated Cost $ (Exhibit D1)	Requested Grant Support %(enter percentage here)
Conduit		$0.00	$0.00	0
Fiber/Copper		$0.00	$0.00	0
OSP Engineering		$0.00	$0.00	0
Design Engineering		$0.00	$0.00	0
Construction Mgmt.		$0.00	$0.00	0
Tower		$0.00	$0.00	0
Antenna		$0.00	$0.00	0
Boring		$0.00	$0.00	0
Trenching		$0.00	$0.00	0
Knifing		$0.00	$0.00	0
Switching Equipment		$0.00	$0.00	0
Routing Equipment		$0.00	$0.00	0
Optical Equipment		$0.00	$0.00	0
Customer Premise Equipment		$0.00	$0.00	0
Other		$0.00	$0.00	0

Return to Top

Use the "Requested Grant Support" percentage and the dollar amounts from your Core Application Budget Plan (Exhibits D and D.1) 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.

40) Verify the information submitted under the Budget Form is correct. Click "Save" and "Mark as Complete" to proceed.



IowaGrants.gov

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

Application

Application: 410904 - TEST

Program Area: Broadband Grant Program - Empower Rural Iowa
Funding Opportunities: 409811 - Broadband Grant Program - Empower Rural Iowa - NOFA #006
Application Deadline: 07/28/2021 5:00 PM
Requested Total: $505,825.00

Instructions

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

Project Budget — Mark as Complete | Go to Application Forms

Category	Description	Total Estimated Cost $ (Exhibit D)	Total Estimated Cost $ (Exhibit D1)	Total Estimated Project Budget (D+D1)	Requested Grant Support %(enter percentage here)	Grant Request (Est. Cost * Request %)
Conduit		$2,000,000.00	$20,000.00	$2,020,000.00	25.0	$505,000.00
Fiber/Copper		$3,000.00	$300.00	$3,300.00	25.0	$825.00
OSP Engineering		$0.00	$0.00	$0.00	0	$0.00
Design Engineering		$0.00	$0.00	$0.00	0	$0.00
Construction Mgmt.		$0.00	$0.00	$0.00	0	$0.00
Tower		$0.00	$0.00	$0.00	0	$0.00
Antenna		$0.00	$0.00	$0.00	0	$0.00
Boring		$0.00	$0.00	$0.00	0	$0.00
Trenching		$0.00	$0.00	$0.00	0	$0.00
Knifing		$0.00	$0.00	$0.00	0	$0.00
Switching Equipment		$0.00	$0.00	$0.00	0	$0.00
Routing Equipment		$0.00	$0.00	$0.00	0	$0.00
Optical Equipment		$0.00	$0.00	$0.00	0	$0.00
Customer Premise Equipment		$0.00	$0.00	$0.00	0	$0.00
Other		$0.00	$0.00	$0.00	0	$0.00
Totals		$2,003,000.00	$20,300.00	$2,023,300.00		$505,825.00

Last Edited By: Jessica Turba, 06/08/2021

41) 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.

IowaGrants.gov

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Application

Application: 410904 - TEST

Program Area: Broadband Grant Program - Empower Rural Iowa
Funding Opportunities: 409811 - Broadband Grant Program - Empower Rural Iowa - NOFA #006
Application Deadline: 07/28/2021 5:00 PM
Requested Total: $505,825.00

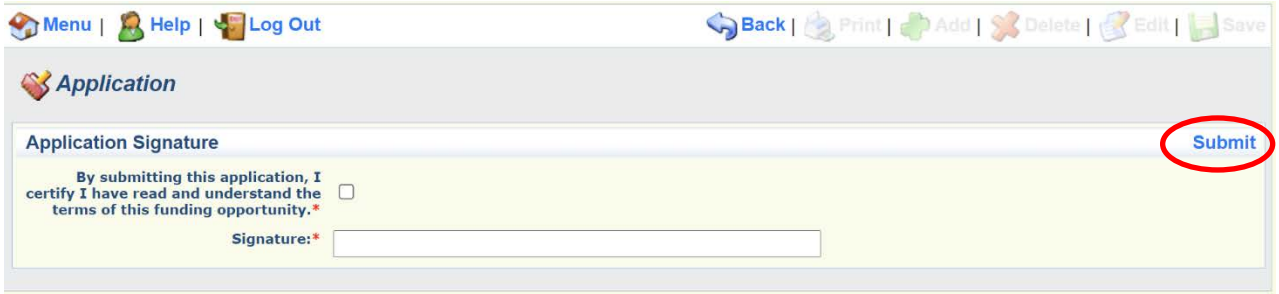
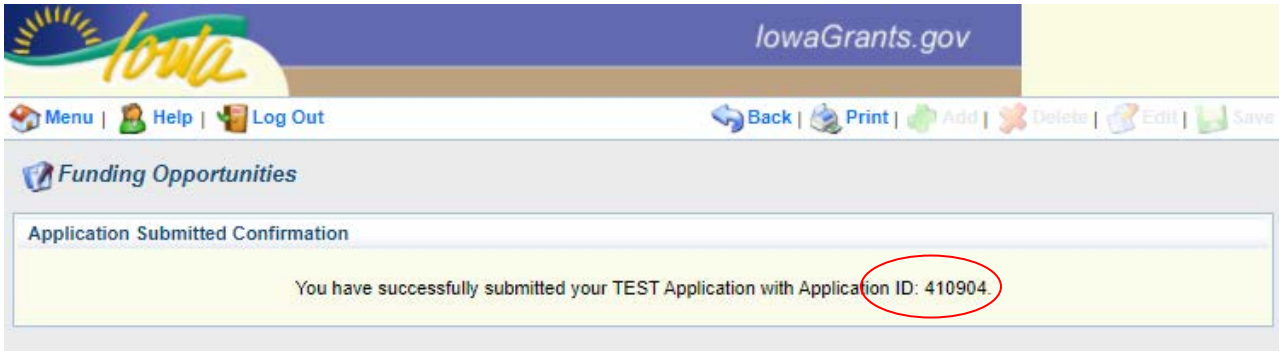
Instructions

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

Application Forms — Preview | Submit

Form Name	Complete?	Last Edited
General Information	✔	06/08/2021
Cover Sheet-General Information	✔	06/08/2021
Business Organization NOFA #006	✔	06/08/2021
Executive Project Summary NOFA #006	✔	06/08/2021
Demonstrated Experience NOFA #006	✔	06/08/2021
Minority Impact Statement (2020)	✔	06/08/2021
Central Forms NOFA #006	✔	06/08/2021
Budget NOFA #006	✔	06/08/2021

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



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