

Exhibit K - Iowa Grants Application Instruction Guidance (NOFA #002)

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 registration form titled 'DOM Electronic Grant Management System'. The form is set against a blue background. It includes the text 'Sign up now to get credentials you can use for Enterprise AAA enabled sites.' Below this, there are two input fields: 'First Name:' and 'Last Name:'. The 'First Name:' field contains the text 'Matt'. To the right of the 'First Name:' field is a green 'Register' button, which is circled in red. Below the 'Last Name:' field is a 'Help' button. At the bottom of the form, there is a link for 'What is AAA?' and a note: 'Report issues to State Service Desk'. A small disclaimer at the very bottom reads: '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-themed web interface for the 'DOM Electronic Grant Management System'. The main heading is 'DOM Electronic Grant Management System' in large, bold, black text. Below this, it says 'Password Change for MATTBEHRENS@IOWAID'. There are two input fields: 'Enter new password:' and 'Confirm new password:'. At the bottom, there are three buttons: a green 'Save New Password' button, a white 'Cancel' button, and a dashed 'Help' button.

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

Register

Organization Information [Register](#)

Legal Name of Organization* MB Networks

Organization Type* For-Profit – Privately Held

Website mbnetworks.com

DUNS: 55-555-5555
-*-****

Address: 1305 East Walnut St
1305 East Walnut St

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

Phone* 123-456-7890

Fax

Personal Information

Your Name* Matt Behrens
First Name Middle Name Last Name

Title:

Email* matt@mbnetworks.com

Confirm Email* matt@mbnetworks.com

Address* 1305 East Walnut St
1305 East Walnut St

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

Phone* 123-456-7890
Phone Ext.

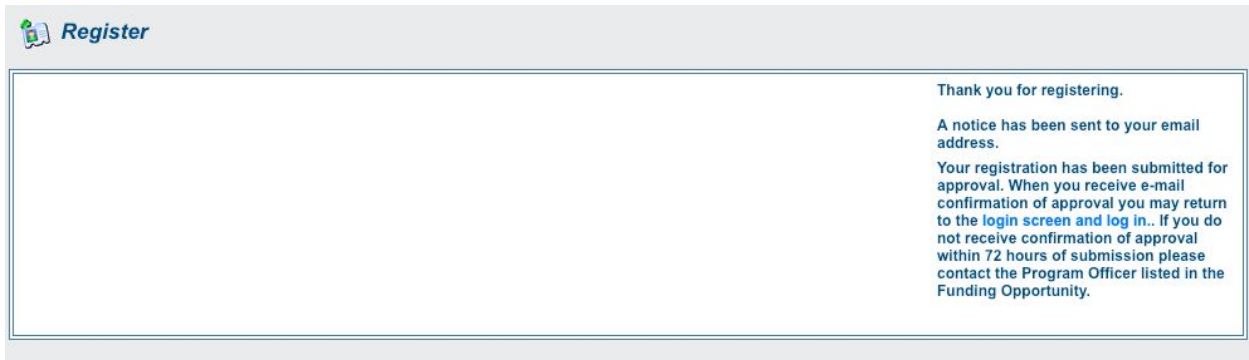
Fax

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

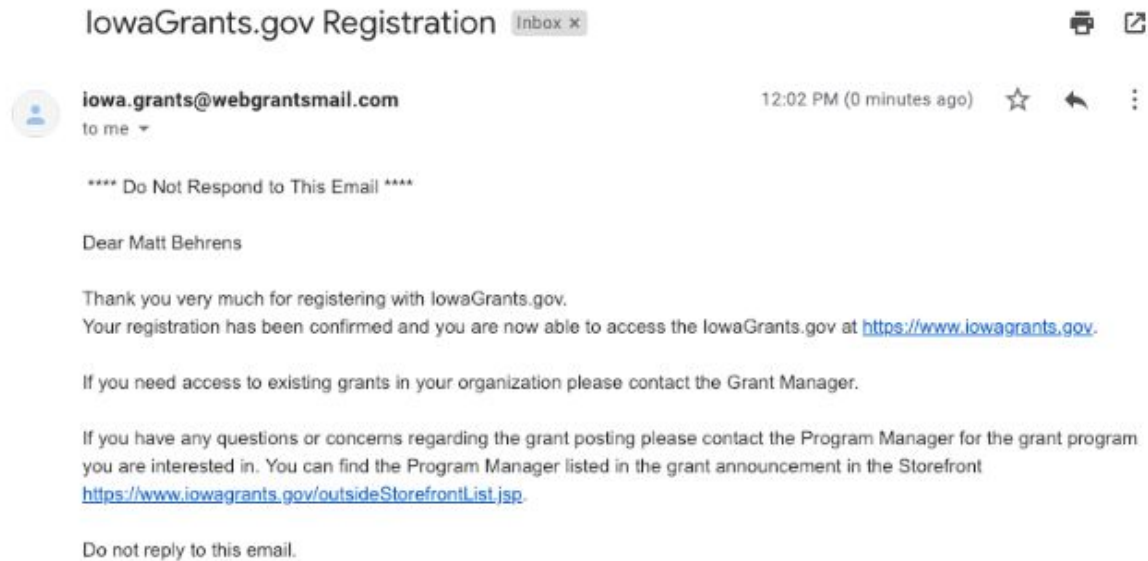
Program Area of Interest* Broadband Grant Program - Empower Rural Iowa

[Register](#)

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



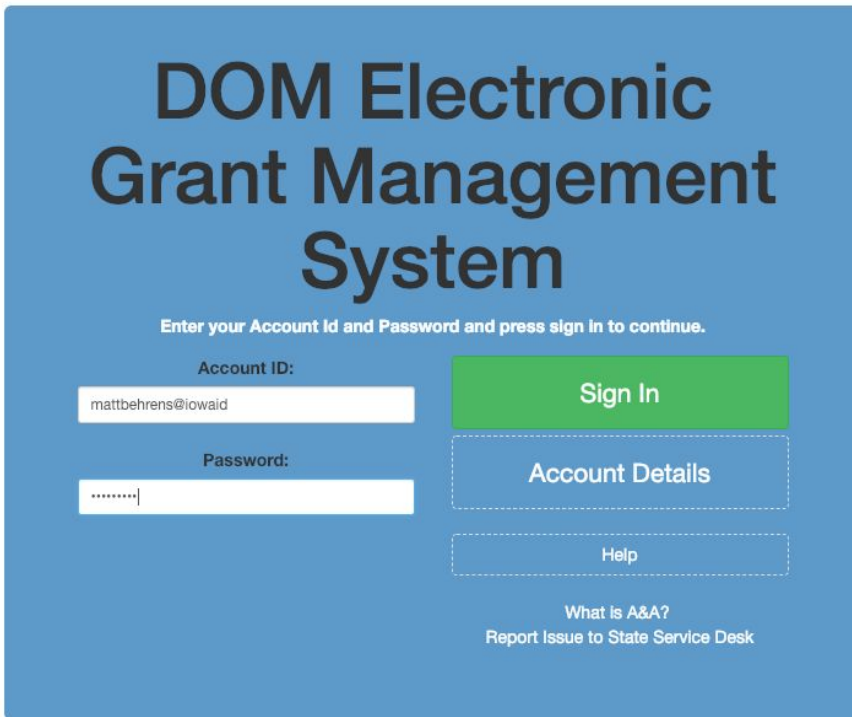
11) An OCIO Grants Administrator will need to approve your account. The normal turnaround time for this is 2 business days. When this approval is granted, you will receive a confirmation email. Follow the link in the email -- or go to <http://www.iowagrants.gov> -- to log in to your account to begin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



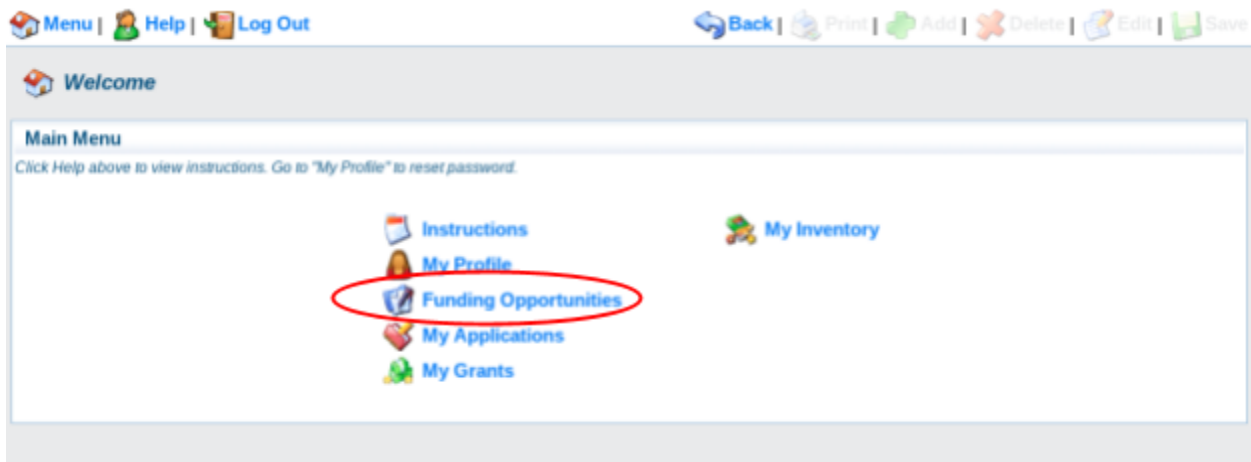
12) Once your account has been approved, return to the Iowa Grants System and click "Returning Users Sign In Here" to begin the application process.



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



14) Click on "Funding Opportunities."



15) Search for the link: “Broadband Grant Program - Empower Rural Iowa FY20 - NOFA #002.” Click on that link.

Funding Opportunities

Current Funding Opportunities

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

ID	Agency	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
327653	Iowa Commission on Volunteer Service	2020-2021 AmeriCorps State	AmeriCorps State 2020-2021	Pre-Application Deadline not Applicable	Final Application Deadline not Applicable
324138	Office of the Chief Information Officer	Broadband Grant Program - Empower Rural Iowa	Broadband Grant Program - Empower Rural Iowa - NOFA #002	Pre-Application Deadline not Applicable	10/18/2019
327478	Governor's Office of Drug Control Policy	Byrne-Justice Assistance Grant Program (JAG)	2019 Byrne JAG Innovative Programs	Pre-Application Deadline not Applicable	10/22/2019
252112	Education	Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)	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
325908	MB Networks Project Demo	Editing

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

-324138-Broadband Grant Program - Empower Rural Iowa - NOFA #002

Broadband Grant Program - Empower Rural Iowa
Application Deadline: 10/18/2019 5:00 PM

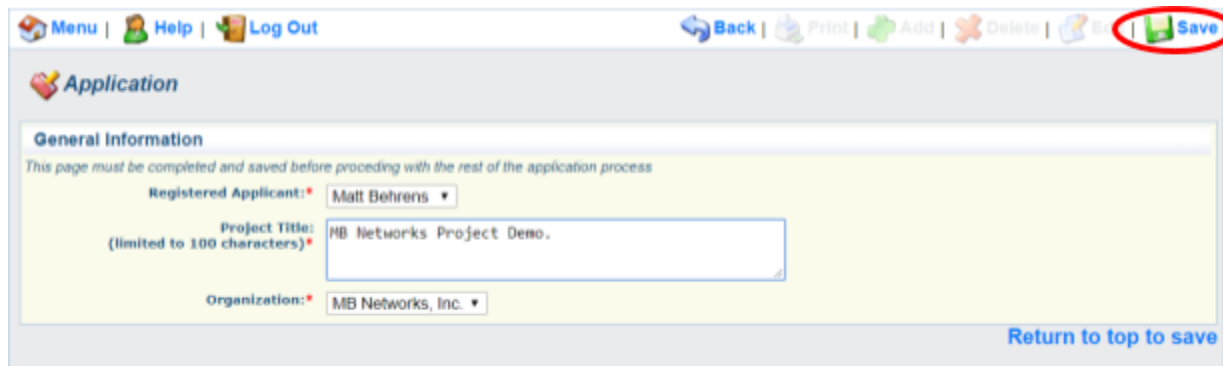
Award Amount Range: Not Applicable	Program Officer: Tom Slaughter
Project Start Date: 09/20/2019	Phone: 515-322-1128 x
Project End Date: 09/19/2024	Email: tom.slaughter@iowa.gov
Award Announcement Date: 11/22/2019	Categorical Area: IT/Telecommunications
Eligible Applicant:	

Description

In 2014 House File 655 (“HF 655”) was signed into law. 2015 Iowa Acts, ch. 120, § 26-38 (codified, in relevant part, at Iowa Code chapter 8B (2015)). HF 655 was designed to help reduce the “digital divide” and better deploy technology assets across the State of Iowa, with special emphasis on the critical broadband needs of rural Iowans. HF 655 was comprised of several components, one of which includes the “Broadband Grants Program” or “Program” administered by the Office of the Chief Information Officer of the State of Iowa (“Office” or “OCIO”). See also Iowa Code § 8B.11 (2019); Iowa Admin. Code r. 129—22.

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.

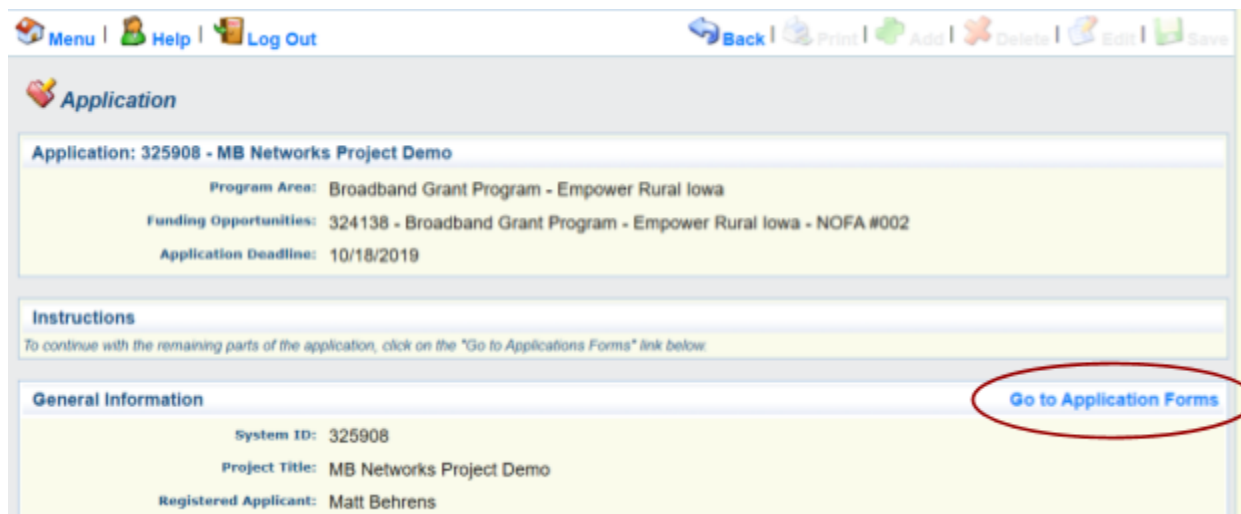


The screenshot shows a web application interface for entering grant information. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, and Save. The 'Save' button is circled in red. Below the navigation bar is the 'Application' header. The main content area is titled 'General Information' and contains the following fields:

- Registered Applicant: Matt Behrens (dropdown menu)
- Project Title: MB Networks Project Demo. (text input field, limited to 100 characters)
- Organization: MB Networks, Inc. (dropdown menu)

A blue link 'Return to top to save' is located at the bottom right of the form.

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



The screenshot shows a web application interface displaying summary information for an application. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is circled in red. Below the navigation bar is the 'Application' header. The main content area is titled 'Application: 325908 - MB Networks Project Demo' and contains the following information:

- Program Area: Broadband Grant Program - Empower Rural Iowa
- Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002
- Application Deadline: 10/18/2019

Below this information is an 'Instructions' section with the text: 'To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below'. At the bottom, there is a 'General Information' section with the following details:

- System ID: 325908
- Project Title: MB Networks Project Demo
- Registered Applicant: Matt Behrens

A blue link 'Go to Application Forms' is circled in red at the bottom right of the 'General Information' section.

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.

The screenshot shows a web application interface with a top navigation bar containing 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' icons. The main content area is titled 'Application' and displays the following information:

- Application:** 325908 - MB Networks Project Demo
- Program Area:** Broadband Grant Program - Empower Rural Iowa
- Funding Opportunities:** 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002
- Application Deadline:** 10/18/2019

Below this is an 'Instructions' section with the 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 'Application Forms' section contains a table with the following data:

Form Name	Complete?	Last Edited
General Information	✓	09/18/2019
Cover Sheet-General Information		
Business Organization - NOFA #002		
Executive Project Summary - NOFA #002		
Demonstrated Experience - NOFA #002		
Minority Impact Statement		
Central Forms - NOFA #002		

The 'Cover Sheet-General Information' link in the table is circled in red. The 'Preview | Submit' links are located at the top right of the table.

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

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

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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

Authorized Official

Name*

Title*

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

Address*

City/State/Zip*
City State Zip

Telephone Number*

E-Mail*

Fiscal Officer/Agent

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

Name*

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*

Title

Organization

Address

City/State/Zip
City State Zip

Telephone Number

E-Mail

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
 Dallas County
 Davis County
 Decatur County
 Johnson County
 Please press Ctrl + Click to select multiple items

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

Iowa Senate District(s) Involved or Affected by this Proposal*
7
 8
 9
 10
 11
 District Map Please press Ctrl + Click to select multiple items

Iowa House District(s) Involved or Affected by this Proposal*
16
 17
 18
 19
 20
 21
 District Map Please press Ctrl + Click to select multiple items

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

[Return to top](#)

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 shows a web application interface with a navigation bar at the top containing icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a header section titled "Application" with a sub-header "Application: 325908 - MB Networks Project Demo". The main content area is divided into sections: "Program Area: Broadband Grant Program - Empower Rural Iowa", "Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002", and "Application Deadline: 10/18/2019". 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 main section is titled "Cover Sheet-General Information" and contains a form for an "Authorized Official". The form fields are: Name (Matt Behrens), Title (President), Organization (MB Networks), Address (1305 East Walnut St), City/State/Zip (Des Moines, Iowa, 50309), Telephone Number (123-456-7890), and E-Mail (mattbehrens@mbnetworks.com). A red circle highlights the "Mark as Complete" button in the top right corner of the form area.

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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

Authorized Official

Name* Matt Behrens

Title* President

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

Address* 1305 East Walnut St

City/State/Zip* Des Moines Iowa 50309
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 - NOFA #002” link to proceed to the next form.

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

Application

Application: 324382 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa FY20

Application Deadline: Final Application Deadline not Applicable

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	✓	08/09/2019
Cover Sheet-General Information	✓	08/09/2019
Business Organization FY20		
Executive Project Summary FY20		
Demonstrated Experience FY20		
Minority Impact Statement		
Central Forms FY20		

25) The Business Organization - NOFA #002 form is showing. Click on the “Edit” button to enter information.

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Business Organization - NOFA #002 Mark as Complete | Go to Application Forms

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

Business Legal Name*

Mailing Address

Street *

City *

State *

Zip *

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

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

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Business Organization - NOFA #002

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

Business Legal Name*

Mailing Address

Street*

City*

State*

Zip*

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

Alternate Street

Alternate City

Alternate State

Alternate Zip

Additional Information

This section requires an Applicant to include information about Applicant's business structure, history, and table of organization.

*

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

Communication Service Provider* Yes No

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

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Business Organization - NOFA #002 [Mark as Complete](#) | [Go to Application Forms](#)

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

Business Legal Name* MB Networks

Mailing Address

Street* 1305 East Walnut St

City* Des Moines

State* IA

Zip* 50319

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

28) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Executive Project Summary FY20” link to proceed to the next form.

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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		
Cover Sheet-General Information	✓	09/18/2019
Business Organization - NOFA #002	✓	09/18/2019
Executive Project Summary - NOFA #002		
Demonstrated Experience - NOFA #002		
Minority Impact Statement		
Central Forms - NOFA #002		

29) The Executive Project Summary - NOFA #002 form is showing. Click on the “Edit” button to enter information.

The screenshot shows the top navigation bar with buttons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Edit' button is circled in red. Below the navigation bar, the application details are displayed: Application: 325908 - MB Networks Project Demo, Program Area: Broadband Grant Program - Empower Rural Iowa, Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002, and Application Deadline: 10/18/2019. The main section is titled 'Executive Project Summary NOFA #002' and includes instructions and several questions to be answered.

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Executive Project Summary NOFA #002 [Mark as Complete](#) | [Go to Application Forms](#)

This section requires an Applicant to summarize, at a high level, its proposed Project, including but not limited to the geographic area in which the Project will occur, the primary deployment model (e.g., wireline versus wireless), and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of Iowa Code section 8B.11, Iowa Administrative Code rule 129—22, and this NOFA #002.

Executive Project Summary*

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

Are State Funds Necessary for the Project to proceed?*

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

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

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

Estimated Project Completion Date*

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

Project Status*

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

The screenshot shows the same application form as above, but with the 'Browse...' button next to the 'Executive Project Summary*' field circled in red. The 'Are State Funds Necessary for the Project to proceed?*' question now has radio button options for 'Yes' and 'No'. The 'Describe how the Project will or will not proceed if State funds requested are not ultimately awarded.*' field is a large empty text box.

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Executive Project Summary NOFA #002

This section requires an Applicant to summarize, at a high level, its proposed Project, including but not limited to the geographic area in which the Project will occur, the primary deployment model (e.g., wireline versus wireless), and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of Iowa Code section 8B.11, Iowa Administrative Code rule 129—22, and this NOFA #002.

Executive Project Summary*

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

Are State Funds Necessary for the Project to proceed?* Yes No

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

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

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

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Executive Project Summary NOFA #002 [Mark as Complete](#) | [Go to Application Forms](#)

This section requires an Applicant to summarize, at a high level, its proposed Project, including but not limited to the geographic area in which the Project will occur, the primary deployment model (e.g., wireline versus wireless), and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of Iowa Code section 8B 11, Iowa Administrative Code rule 129—22, and this NOFA #002.

32) The list of application forms will now appear. Applicants must complete each form provided in the list under Application Forms. Click on the “Demonstrated Experience NOFA #002” link to proceed to the next form.

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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	✓	09/18/2019
Cover Sheet-General Information	✓	09/18/2019
Business Organization - NOFA #002	✓	09/18/2019
Executive Project Summary - NOFA #002	✓	09/18/2019
Demonstrated Experience - NOFA #002		
Minority Impact Statement		
Central Forms - NOFA #002		

33) The Demonstrated Experience - NOFA #002 form is showing. Click on the “Edit” button to enter information.

The screenshot shows a web application interface for a grant application. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit (circled in red), and Save. Below the navigation bar is a header section titled "Application" with a red arrow icon. The main content area is divided into several sections:

- Application: 325908 - MB Networks Project Demo**
 - Program Area: Broadband Grant Program - Empower Rural Iowa
 - Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002
 - Application Deadline: 10/18/2019
- Demonstrated Experience - NOFA #002** (with links for "Mark as Complete" and "Go to Application Forms")

This section requires information about Applicant's demonstrated experience in provisioning Broadband across the State of Iowa. Applicant shall include relevant information about their experience that has prepared them to deploy their Project, such as, for example, community partnerships and services; number of years in business; number of years of experience providing the types of services sought by this NOFA #002; if the Applicant is a relatively new provider/market entrant, an explanation of the benefits, if any, of being a newer provider/market entrant; the level of technical experience in providing the types of services sought by this NOFA #002; or any other information that would aid the Office in assessing whether Applicant is a Responsible Applicant.

Demonstrated Experience*
- References**

This section permits an Applicant to optionally submit letters of reference from up to three (3) current or previous customers or clients knowledgeable of Applicant's performance in providing services similar to the services described in this NOFA #002 along with a contact person and telephone number for each reference.

Name
Telephone Number
Reference Letter #1
Name
Telephone Number
Reference Letter #2
Name
Telephone Number
Reference Letter #3

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

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Demonstrated Experience - NOFA #002

This section requires information about Applicant’s demonstrated experience in provisioning Broadband across the State of Iowa. Applicant shall include relevant information about their experience that has prepared them to deploy their Project, such as, for example, community partnerships and services; number of years in business; number of years of experience providing the types of services sought by this NOFA #002; if the Applicant is a relatively new provider/market entrant, an explanation of the benefits, if any, of being a newer provider/market entrant, the level of technical experience in providing the types of services sought by this NOFA #002; or any other information that would aid the Office in assessing whether Applicant is a Responsible Applicant.

Demonstrated Experience * Browse...

References

This section permits an Applicant to optionally submit letters of reference from up to three (3) current or previous customers or clients knowledgeable of Applicant’s performance in providing services similar to the services described in this NOFA #002 along with a contact person and telephone number for each reference.

Name

Telephone Number

Reference Letter #1 Browse...

Name

Telephone Number

Reference Letter #2 Browse...

Name

Telephone Number

Reference Letter #3 Browse...

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

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Demonstrated Experience - NOFA #002 [Mark as Complete](#) | [Go to Application Forms](#)

This section requires information about Applicant's demonstrated experience in provisioning Broadband across the State of Iowa. Applicant should include relevant information about their experience that has prepared them to deploy their Project, such as, for example, community partnerships and services; number of years in business; number of years of experience providing the types of services sought by this NOFA #002; if the Applicant is a relatively new provider/market entrant, an explanation of the benefits, if any, of being a newer provider/market entrant, the level of technical experience in providing the types of services sought by this NOFA #002, or any other information that would aid the Office in assessing whether Applicant is a Responsible Applicant.

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

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

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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	✓	09/18/2019
Cover Sheet-General Information	✓	09/18/2019
Business Organization - NOFA #002	✓	09/18/2019
Executive Project Summary - NOFA #002	✓	09/18/2019
Demonstrated Experience - NOFA #002	✓	09/18/2019
Minority Impact Statement		
Central Forms - NOFA #002		

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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. *

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

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

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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

Question # 1

1. The proposed grant programs or policies could have a disproportionate or unique **POSITIVE IMPACT** on minority persons. * **Not Applicable**

IF YES, describe the positive impact expected from this project

Indicate the group(s) positively impacted.

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

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

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	✓	09/18/2019
Cover Sheet-General Information	✓	09/18/2019
Business Organization - NOFA #002	✓	09/18/2019
Executive Project Summary - NOFA #002	✓	09/18/2019
Demonstrated Experience - NOFA #002	✓	09/18/2019
Minority Impact Statement	✓	09/18/2019
Central Forms - NOFA #002		

40) The Central Forms - NOFA #002 form is showing. Click on the “Edit” button to enter information.

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Instructions

Applicant shall complete and upload the following central forms related to this NOFA #002. 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 #002 sections 2.2.6.1 - 2.2.6.3 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 #002.

DISCLAIMER: *An applicant requesting confidential treatment of portions of an application must attach a redacted public copy of the application. If the applicant fails to attach a redacted public copy pursuant to Section 1.25.1.5 of the NOFA #002, the Office shall be relieved from any responsibility for maintaining the the confidentiality of the application pursuant to 1.25.4 of the NOFA #002.*

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 #002, 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*

Public Redacted Copy

This section allows the Applicant to optionally attach three (3) community support documents for the Project, including but not limited to testimonials or letters of support. Please send any additional community support documents to ociogrants@iowa.gov

Community Support Document 1

Community Support Document 2

Community Support Document 3

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

Optionally, attach up to three community support documents for the Project, including but not limited to testimonials or letters of support.

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Instructions

Applicant shall complete and upload the following central forms related to this NOFA #002. 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 #002 sections 2.2.6.1 - 2.2.6.3 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 #002.

DISCLAIMER: An applicant requesting confidential treatment of portions of an application must attach a redacted public copy of the application. If the applicant fails to attach a redacted public copy pursuant to Section 1.25.1.5 of the NOFA #002, the Office shall be relieved from any responsibility for maintaining the confidentiality of the application pursuant to 1.25.4 of the NOFA #002.

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 #002, 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* Browse...

Public Redacted Copy Browse...

This section allows the Applicant to optionally attach three (3) community support documents for the Project, including but not limited to testimonials or letters of support. Please send any additional community support documents to ociogrants@iowa.gov

Community Support Document 1 Browse...

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.

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

Broadband Grants Program Grant Agreement - Exhibit E <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>
Exceptions to Broadband Grants Program Grant Agreement * <input type="text"/> <input type="button" value="Browse..."/>
Certification Letter - Exhibit F <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>
Certification Letter (Public) * <input type="text"/> <input type="button" value="Browse..."/>
Authorization To Release Information - Exhibit G <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>
Authorization to Release Information (Public) * <input type="text"/> <input type="button" value="Browse..."/>
Form 22 - Exhibit H <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>
Form 22 (Public) * <input type="text"/> <input type="button" value="Browse..."/>
Application Checklist - Exhibit I <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 #002.</i>
Application Checklist (Public) * <input type="text"/> <input type="button" value="Browse..."/>

[Return to Top](#)

43) Verify the information submitted under Central Forms is correct and click “Mark As Complete” to continue. If you find an error, click Edit at the top of the page and return to step 41.

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

Application

Application: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

Application Deadline: 10/18/2019

Instructions

Applicant shall complete and upload the following central forms related to this NOFA #002. 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 #002 sections 2.2.6.1 - 2.2.6.3 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 #002.

DISCLAIMER: An applicant requesting confidential treatment of portions of an application must attach a redacted public copy of the application. If the applicant fails to attach a redacted public copy pursuant to Section 1.25.1.5 of the NOFA #002, the Office shall be relieved from any responsibility for maintaining the confidentiality of the application pursuant to 1.25.4 of the NOFA #002.

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 #002, 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.

44) 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: 325908 - MB Networks Project Demo

Program Area: Broadband Grant Program - Empower Rural Iowa

Funding Opportunities: 324138 - Broadband Grant Program - Empower Rural Iowa - NOFA #002

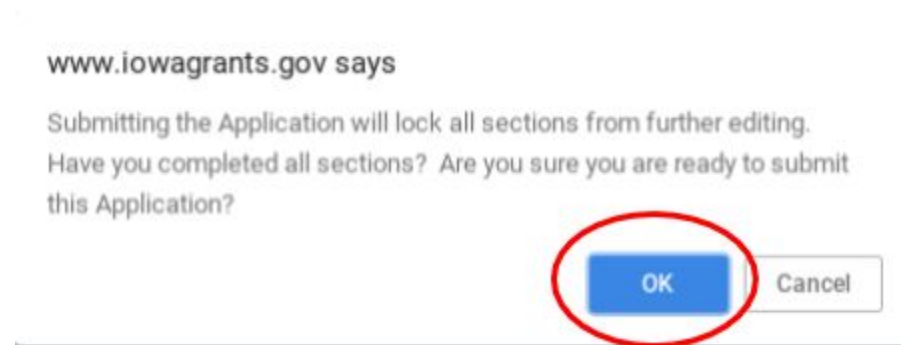
Application Deadline: 10/18/2019

Instructions

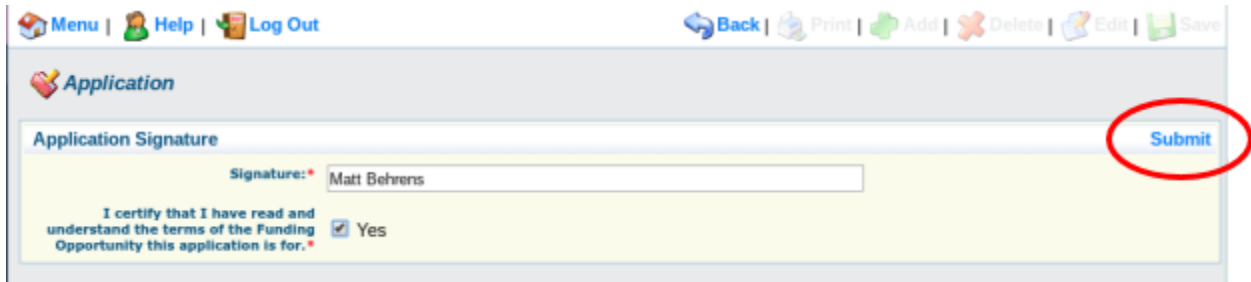
Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms			Preview Submit
Form Name	Complete?	Last Edited	
General Information	✓	09/18/2019	
Cover Sheet-General Information	✓	09/18/2019	
Business Organization - NOFA #002	✓	09/18/2019	
Executive Project Summary - NOFA #002	✓	09/18/2019	
Demonstrated Experience - NOFA #002	✓	09/18/2019	
Minority Impact Statement	✓	09/18/2019	
Central Forms - NOFA #002	✓	09/18/2019	

45) 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.



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



47) 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.

