

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

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.

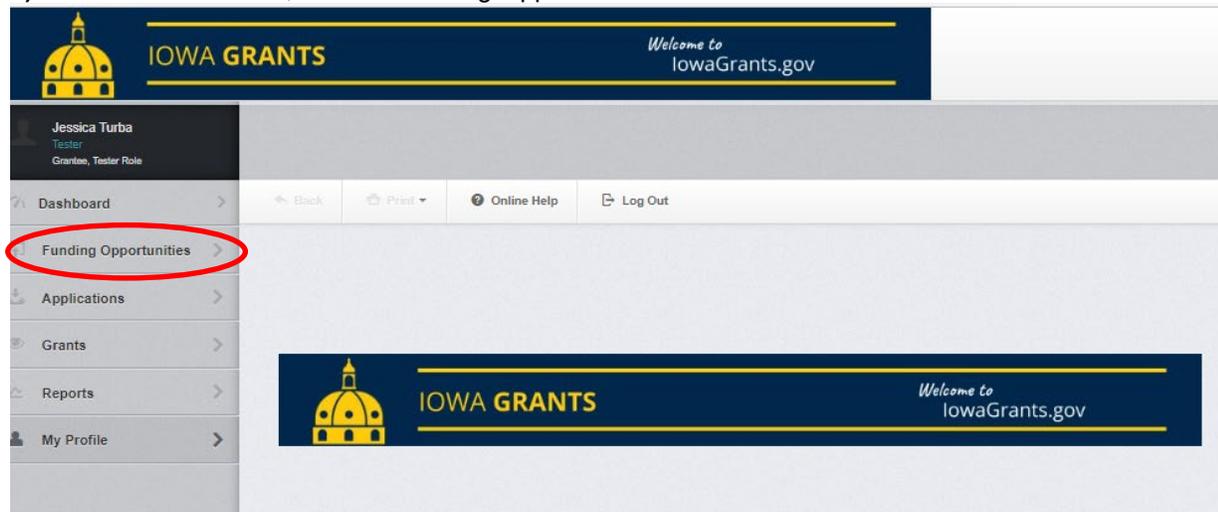
All applications must be submitted through the Iowa Grants System to be considered timely and valid as part of the broadband grants review process. Questions concerning the submission of applications may be submitted to ociogrants@iowa.gov.

- 1) Go to <http://www.iowagrants.gov/>. If you are a first-time lowagrants user or if you are a current lowagrants user but are logging in for the first time after December 11, 2022, click on the instructions circled in black below. If you are a returning user, please click the Single Sign On Tool Button (circled in red).

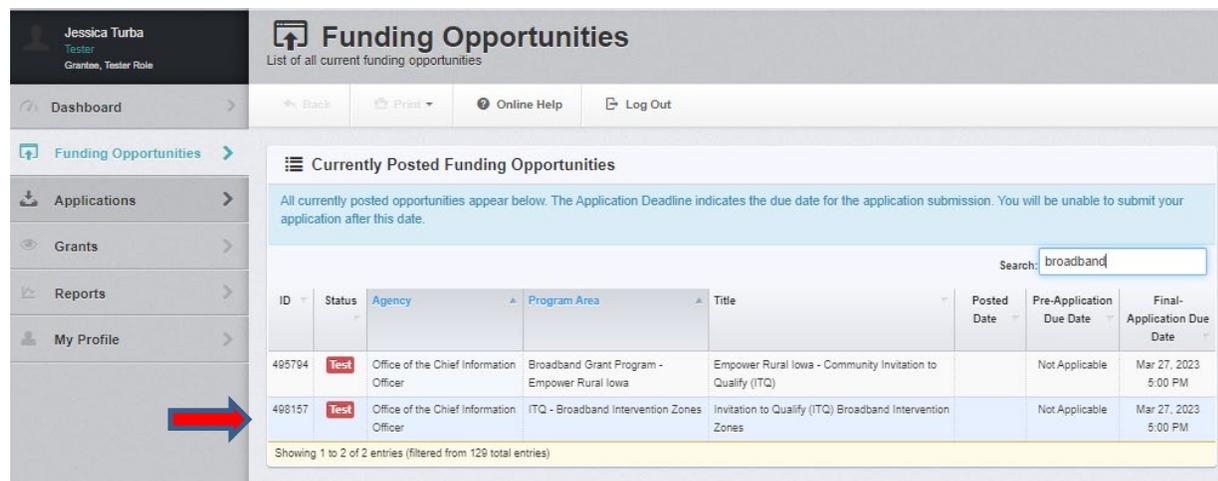
The screenshot shows the Iowa Grants System interface. At the top, there is a dark blue header with the Iowa Grants logo on the left and the text "Welcome to IowaGrants.gov" on the right. Below the header, the page is divided into two main sections. On the left, there is a "Login" section with a blue button labeled "Click Here to Access Single Sign On Tool" circled in red. Below this button is another button labeled "View Current Funding Opportunities". On the right, there is an "Announcements" section with a yellow highlighted box containing the text "*** NEW SYSTEM LOGIN PROCESS FOR ALL USERS ***". Below this box, there is a red circled link: "Login instructions and a short video are available here, <https://dom.iowa.gov/iowa-grants-login>".

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

2) From the main menu, click on Funding Opportunities.



3) In the search bar, type “Broadband” or “498157” to find the funding opportunity for the Invitation to Qualify Broadband Intervention Zones. Click on the Funding Opportunity Row identified below.



The funding opportunity will be in a 'Posted' status, ignore the 'Test' status in the screenshot.

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

4) Click “Start New Application”.

The screenshot shows the Iowa Grants user interface. At the top, there is a header with the Iowa Grants logo and the text "Welcome to iowaGrants.gov". Below the header, a sidebar on the left contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area is titled "Current Applications" and contains a table with columns for ID, Application Title, Organization, and Status. Below the table, there is a section for "Funding Opportunity Details" for "498157 - Invitation to Qualify (ITQ) Broadband Intervention Zones". This section includes a "Start New Application" button, which is circled in red. Other details include the final application deadline (Mar 27, 2023 5:00 PM), status (Test), award amount range (Not Applicable), project dates (-), and contact information for Jessica Turba (Program Officer, Phone: 5153218404 x, Email: jessica.turba2@owa.gov).

5) Enter a project title for your application. There is a 150-character limitation. Your organization will populate from your account profile. Once complete, click “Save Form Information”.

The screenshot shows the "Submitted Applications" section of the Iowa Grants user interface. Below the header, there is a navigation bar with links for Back, Forward, Online Help, and Log Out. The main content area is titled "Application Creation Wizard - Step: 1". It includes a list of instructions: "The Application creation process is a short wizard.", "Step 1: Enter your Application title and select your primary contact.", "Step 2: Select the Organization for which you will be submitting this Application", and "Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application". Below the instructions, there is a form titled "Application - General Information". The form has a "Save Form Information" button, which is highlighted with a red arrow. The form fields include "Application Title*" (a text input field), "Primary Contact*" (a dropdown menu with "Jessica Turba" selected), "Organization*" (a dropdown menu), and "Additional Applicants*" (a text input field).

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

6) After the General Information Form is saved, the organization box can be updated to reflect the applicant. If you are a consulting firm or other organization representing the applicant, please link your account to the actual applicant here. You will need to contact the applicant to seek permission to be added to their organization account in Iowa Grants. Please forward the request and the applicant's approval to ociogrants@iowa.gov. A grants administrator will make the update in the system.

Application - General Information Save Form Information

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

Application ID: 499265
Program Area: ITQ - Broadband Intervention Zones
Funding Opportunity: 498157-Invitation to Qualify (ITQ) Broadband Intervention Zones
Application Stage: Final Application
Application Status: Editing
Application Title: [Test ITQ Application]
Primary Contact: Jessica Turba
Organization: Office of the Chief Information Officer
Additional Applicants:

7) The Application will now have a list of forms to complete. Next, click the Cover Sheet Information.

Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

499265 - Test ITQ Application

Status: Editing
Stage: Final Application
Application Due Date: Mar 27, 2023 5:00 PM
Program Area: ITQ - Broadband Intervention Zones
Funding Opportunity: 498157-Invitation to Qualify (ITQ) Broadband Intervention Zones
Organization: Office of the Chief Information Officer
Requested Total:

Application Preview Alert History Map

Application Details Preview Application Withdraw

Application cannot be Submitted Currently
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2023 2:00 PM - Jessica Turba
Cover Sheet-General Information	-	-
Invitation To Qualify Application Exhibits	-	-
Minority Impact Statement	-	-

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

8) Enter the Point of Contact information for the Applicant. The person listed will be responsible for all requested clarifications during the application review process.

Cover Sheet-General Information  Save Form

Authorized Official

Name*:

Title*:

Organization*:

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

Address*:

City/State/Zip*: Iowa

City State Zip

Telephone Number*:

E-Mail*:

9) Enter an additional POC or duplicate the information entered in the Authorized Official fields. Also identify the appropriate jurisdictions/congressional districts covering your application area.

Fiscal Officer/Agent

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

Name*:

Title:

Organization:

Address:

City/State/Zip: Iowa

City State Zip

Telephone Number:

E-Mail:

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

To find your district, click on the "Congressional Map" link. On the left hand side of the page, click on the drop-down list and click on "State of Iowa". Then, enter an address for the county/ies you serve in the Search bar. Click "Enter." This will provide you with your Congressional District, Iowa Senate District and Iowa House District.

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

Congressional Map

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

Iowa Senate Map

10) Once you have entered the required information, save the form and "Mark as Complete"



Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

☰ Cover Sheet-General Information

✓ Mark as Complete

✎ Edit Form

Authorized Official

Name*: Jessica Turba

Title*: Program Manager

Organization*: OCIO

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

Address*: 200 East Grand

City/State/Zip*: Des Moines, IA 50309 Iowa Zip
City State

Telephone Number*:

E-Mail*: jessicalowgrantstest@outlook.com

Fiscal Officer/Agent

Please enter the "Fiscal Officer" for your Organization.

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

Name*: Jessica Turba

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

11) Click on the “Invitation to Qualify – Application Exhibits” form.

499265 - Test ITQ Application

Status: **Editing**

Stage: Final Application

Application Due Date: Mar 27, 2023 5:00 PM

Program Area: ITQ - Broadband Intervention Zones

Funding Opportunity: 498157-Invitation to Qualify (ITQ) Broadband Intervention Zones

Organization: Office of the Chief Information Officer

Requested Total:

Application Preview | Alert History | Map

Application Details Preview Application Withdraw

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General information	✓	Jan 31, 2023 2:00 PM - Jessica Turba
Cover Sheet-General Information	✓	Jan 31, 2023 2:04 PM - Jessica Turba
Invitation To Quality Application Exhibits	-	-
Minority impact Statement	-	-



12) The first section of the form includes the required components of the application. Be prepared to upload the application’s cover letter, and eligible service location spreadsheet. All prompts identified in red are required.

Required Forms and Submissions Save Form

Generally describe the area identified with the Geographic Area of Concern Selection Tool. Example: Rural Adams County, Poweshiek County Highway 8 Corridor, etc.

General Description of the geographic area of the circle*:

Please indicate the community applicant type that best fits from this list.

Community Applicant Type*:

If Community Applicant Type is “Other”, please add additional information here. :

This section of the Iowa Grants system requires the Applicant to upload a cover letter as a Word doc or pdf on the Applicant’s letterhead to provide a high-level overview of the Application describing your community’s Broadband need in the area and the community’s interest in obtaining programmatic funding in the Geographic Area of Concern. The Cover Letter is not scored.

Cover Letter*: Select file

The Applicant must upload a spreadsheet of locations obtained from the Broadband Availability Map. The system will allow you to download the locations as a CSV formatted spreadsheet. The Eligible Service Locations Spreadsheet must then be uploaded by the Community Applicant to the Iowa Grants system. Note: Reference the “Geographic Area of Concern and Data Export/Import Instructions,” labeled “Exhibit D,” for instructions regarding how to properly complete this aspect of the Application.

Eligible Service Locations Spreadsheet*: Select file

Write down the radius distance used to create your circle. The instructions for how to identify the radius can be found in Exhibit D Geographic Area of Concern Selection Tool and Data Export/Import Instructions (“Selection Tool”).

Radius of the circle*:

Address at the center of the circle - Street Address *:

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

13) The second section of this form includes **optional** narratives. These narratives will be reviewed and scored during the application review process. The narrative boxes can be enlarged by clicking and dragging the bottom corners. See the arrow below. Text is limited to 2500 characters.

Optional Forms and Submissions - Work, Education, and Health Monitoring Save Form

The following optional factors identified below will be evaluated through the qualitative portion of this ITQ. Any inputs for this Section are to be supplied by the Applicant in the Iowa Grants system, and as may otherwise be sourced from information otherwise obtained as part of the application process or the data sources underlying the Broadband Availability Map. NOTE: Responses to Qualitative Factors are optional, meaning that Community Applicants need not provide responses to any or all of these elements. Community Applicants that provide responses, may receive more points and thus increase the rank of any Broadband Intervention Zones established with reference to their Application. Higher ranking Broadband Intervention Zones are more likely to receive funding in future grant funding opportunities.

This sub-factor takes into consideration whether Broadband investments in the proposed Geographic Area of Concern will help to facilitate community members engagement in employment, search for employment, and/or develop the requisite skills and knowledge to become employed (e.g., participate in career counseling programs, workforce training programs, as well as gain access to internet websites to search for and apply to jobs).

Work:

This subfactor takes into consideration whether Broadband investments in the proposed Geographic Area of Concern will help facilitate educational activities. Such education activities may be to acquire knowledge and/or skills, undertaken as part of a person's participation in school, an academic program, extracurricular program, social-emotional development program for students or youths, internship, or professional development program, or in another educational environment.

Education:

This subfactor takes into consideration whether Broadband investments in the proposed Geographic Area of Concern will help facilitate health monitoring services to monitor an individual's health, including with respect to either physical or behavioral health.

Health Monitoring:

14) The third section of the form allows the applicant to upload additional optional content. Please review the instructions in the blue box before uploading these materials. The uploads will be reviewed and scored as part of the application review process. Click "Save Form".

Community Support Letters Save Form

This factor takes into consideration Community support for future Broadband investment within the proposed Geographic Area of Concern, including but not limited to as evidenced by testimonials or letters of support from the Community; statements concerning the quality, speed, or affordability of current Broadband service available in the area; and surveys of residents concerning interest in subscribing to Broadband services in the future. Applicants that provide greater evidence of community support for Broadband funding provided to the proposed Geographic Area of Concern will receive higher scores for this factor. To receive points for this factor, Community Support artifacts submitted in response to this factor must evidence a geographic relationship to the Geographic Area of Concern submitted as a part of the Application to this ITQ. Such evidence may include, but is not limited to: (1) a physical mailing address affixed to a testimonial identifying that the submitter resides within the Geographic Area of Concern submitted as a part of the Application; (2) evidence that a letter of support is authored by a community-based organization or business operating within the Geographic Area of Concern submitted as a part of this application, such as a letter of support authored by elected official who represents the Geographic Area of Concern; (3) or similar data demonstrating a geographic nexus between the Community Support artifact and the Geographic Area of Concern.

Testimonial : Select file

Community Support Letter : Select file

This Community Support upload does not have to be on letterhead or have a mailing address within the Geographic Area of Concern. The author must demonstrate that there is a community tie-in or relationship to the Geographic Area of Concern.

Community Support Letter (no letterhead or mailing address): Select file

Save Form

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

15) The last section of form allows the applicant to identify Community Broadband Capital. This is an optional component of the application. The items identified in this chart will be reviewed and scored as part of the application review process. If you are in the process of securing Community Broadband Capital for this application, please include in the file upload a narrative that describes where in the process you currently are in securing this commitment. Click "Save Grid".

Optional Forms and Submissions - Community Broadband Capital - Edit Save Grid

"Community Broadband Capital" is defined as those things a local community or county can provide to better deploy broadband service. All stakeholders in broadband deployment, including service providers, have some level of Community Broadband Capital. Please describe if any of the Community Broadband Capital contributions listed below will be made available to potential services providers in association with the Geographic Area of Concern.

DEFINITIONS:

Cash: Communities that can contribute cash towards a broadband project to help defer service provider costs is usually an accelerator for broadband deployment and demonstrates a community's commitment to improving broadband.

Economic Development Tools: Economic development entities have tools available that can assist in the deployment of broadband such as:

TIF: Tax increment financing is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community improvement projects. The intent of TIF is to stimulate private investment in areas designated in need of economic revitalization.

SSMID: A Self-Supported Municipal Improvement District (SSMID) is a tool used to help fund public improvement and maintenance projects generally in an area of contiguous property within a city, often in the downtown area, either zoned for commercial or industrial purposes or a duly designated historic district.

Property Tax Exemption: How broadband infrastructure is taxed and looking for ways to mitigate or lower the cost assumed by service provider(s) is a form of Community Capital.

Rights of way / simplified permitting / favorable franchising fees / waiver of local regulation: Deploying broadband infrastructure is expensive. Part of that cost is the legal requirements imposed on infrastructure deployment by a community to comply with codes and statutes. Any time these requirements can be streamlined to lower deployment cost, Community Capital is created.

Anchor Business or users: Broadband revenue is Community Capital. Securing key broadband users such as Anchor Institutions or advanced commitments from users to purchase broadband from a provider would be a good source of Community Capital should a communication service provider move forward with a Broadband buildout.

Public-Private Partnerships: Public-Private partnerships can act as a potential accelerator to broadband deployments. Community Capital is created any time multiple parties can find mutually beneficial ways to share costs.

Broadband Adoption Initiatives/Citizen Engagement: Creating market demand for broadband products adds to the economic formula associated with deployment. Finding ways to support more users buying more broadband is a form of Community Capital.

Existing City/County-Owned Infrastructure: Fiber, conduits, poles or pole rights, towers, roof rights, and other vertical structure rights such as water towers, monuments that can be made available to broadband providers to facilitate the delivery of broadband within the community.

Item	Description	Category	Supporting Documentation
1	<input type="text"/>	<input type="text"/>	<input type="text" value="Select file"/>

16) Once all materials are uploaded and required prompts are answered, mark the form as complete.

Required Forms and Submissions Mark as Complete Edit Form

Generally describe the area identified with the Geographic Area of Concern Selection Tool. Example: Rural Adams County, Poweshiek County Highway 6 Corridor, etc.

General Description of the geographic area of the circle:

Greater Grinnell/Unincorporated Poweshiek County
Please indicate the community applicant type that best fits from this list.

Community Applicant Type: City

If Community Applicant Type is "Other", please add additional information here.:

This section of the Iowa Grants system requires the Applicant to upload a cover letter as a Word doc or pdf on the Applicant's letterhead to provide a high-level overview of the Application describing your community's Broadband need in the area and the community's interest in obtaining programmatic funding in the Geographic Area of Concern. The Cover Letter is not scored.

Cover Letter: Copy of July 2022 OCIO Letterhead 1.docx

The Applicant must upload a spreadsheet of locations obtained from the Broadband Availability Map. The system will allow you to download the locations as a CSV formatted spreadsheet. The Eligible Service Locations Spreadsheet must then be uploaded by the Community Applicant to the Iowa Grants system. Note: Reference the "Geographic Area of Concern and Data Export/Import Instructions," labeled "Exhibit D," for instructions regarding how to properly complete this aspect of the Application.

Eligible Service Locations Spreadsheet: ITQ Selection CSV.xlsx

Write down the radius distance used to create your circle. The instructions for how to identify the radius can be found in Exhibit D Geographic Area of Concern Selection Tool and Data Export/Import Instructions ("Selection Tool").

Radius of the circle: 3

Address at the center of the circle - Street Address *:
200 East Grand

Address of the center of the circle - City*:
Grinnell

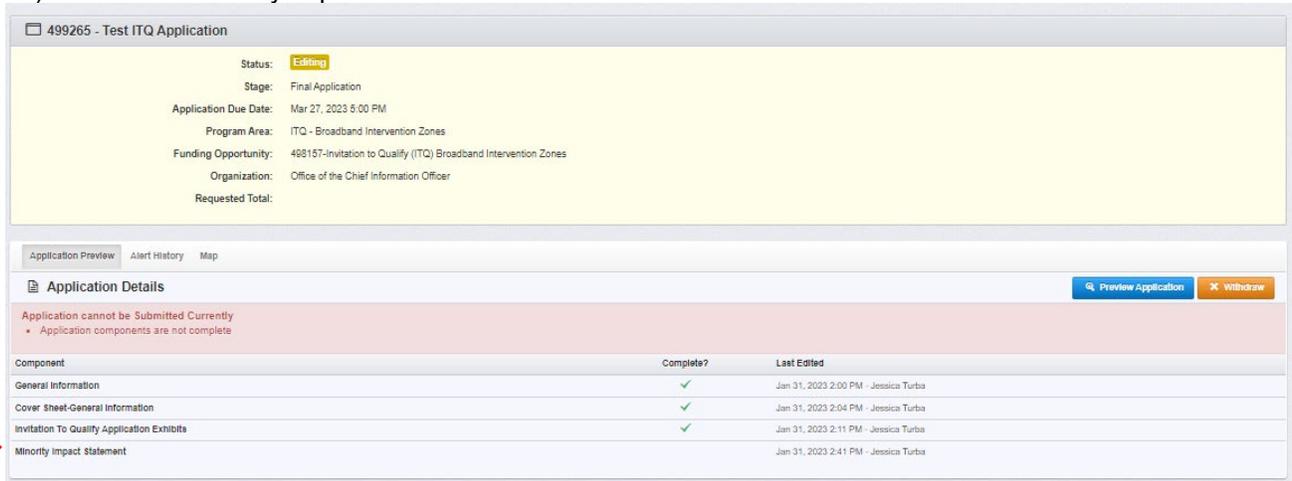
Address of the circle - State*:
Iowa

Address of the circle - zip code*: 50112

Last Edited By: Jessica Turba - Jan 31, 2023 2:11 PM Edit Form

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

17) Click on the Minority Impact Statement Form.



499265 - Test ITQ Application

Status: **Editing**

Stage: Final Application

Application Due Date: Mar 27, 2023 5:00 PM

Program Area: ITQ - Broadband Intervention Zones

Funding Opportunity: 488157-Invitation to Qualify (ITQ) Broadband Intervention Zones

Organization: Office of the Chief Information Officer

Requested Total:

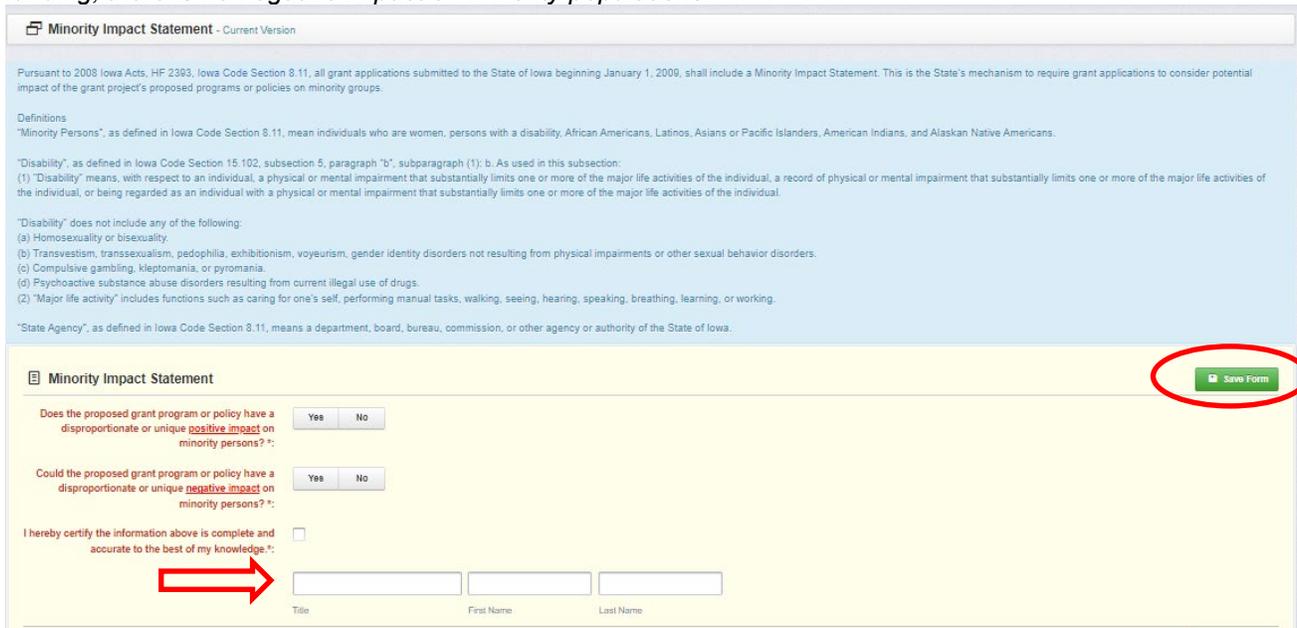
Application Preview | Alert History | Map

Application Details

Application cannot be Submitted Currently
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2023 2:00 PM - Jessica Turba
Cover Sheet-General Information	✓	Jan 31, 2023 2:04 PM - Jessica Turba
Invitation To Qualify Application Exhibits	✓	Jan 31, 2023 2:11 PM - Jessica Turba
Minority Impact Statement		Jan 31, 2023 2:41 PM - Jessica Turba

18) Answer the questions below and click "Save Form". As this application does not include an award of funding, there is no negative impact on minority populations.



Minority Impact Statement - Current Version

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

Definitions

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

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1): b. As used in this subsection:

(1) "Disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:

(a) Homosexuality or bisexuality.

(b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.

(c) Compulsive gambling, kleptomania, or pyromania.

(d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

(2) "Major life activity" includes functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.

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

Minority Impact Statement

Does the proposed grant program or policy have a disproportionate or unique **positive impact** on minority persons? Yes No

Could the proposed grant program or policy have a disproportionate or unique **negative impact** on minority persons? Yes No

I hereby certify the information above is complete and accurate to the best of my knowledge.

Title First Name Last Name

Save Form

Remember to enter a title as part of your signature block.

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

19) Click "Mark as Complete".

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

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

Minority Impact Statement

Does the proposed grant program or policy have a disproportionate or unique **positive impact** on minority persons? *: No

Describe the positive impact expected from this project:

Detail the rationale for the existence of the proposed program or policy:

Indicate the group(s) positively impacted:

Could the proposed grant program or policy have a disproportionate or unique **negative impact** on minority persons? *: No

Describe the negative impact expected from this project:

Detail the rationale for the existence of the proposed program or policy:

Indicate the group(s) negatively impacted:

Explain how you provided consultation with representatives of the minority groups impacted:

I hereby certify the information above is complete and accurate to the best of my knowledge.*: Yes

20) Once all application forms are marked as complete. Click "Submit Application".

499265 - Test ITQ Application

Status: **Editing**

Stage: Final Application

Application Due Date: Mar 27, 2023 5:00 PM

Program Area: ITQ - Broadband Intervention Zones

Funding Opportunity: 498157-Invitation to Qualify (ITQ) Broadband Intervention Zones

Organization: Office of the Chief Information Officer

Requested Total:

Application Preview | Alert History | Map

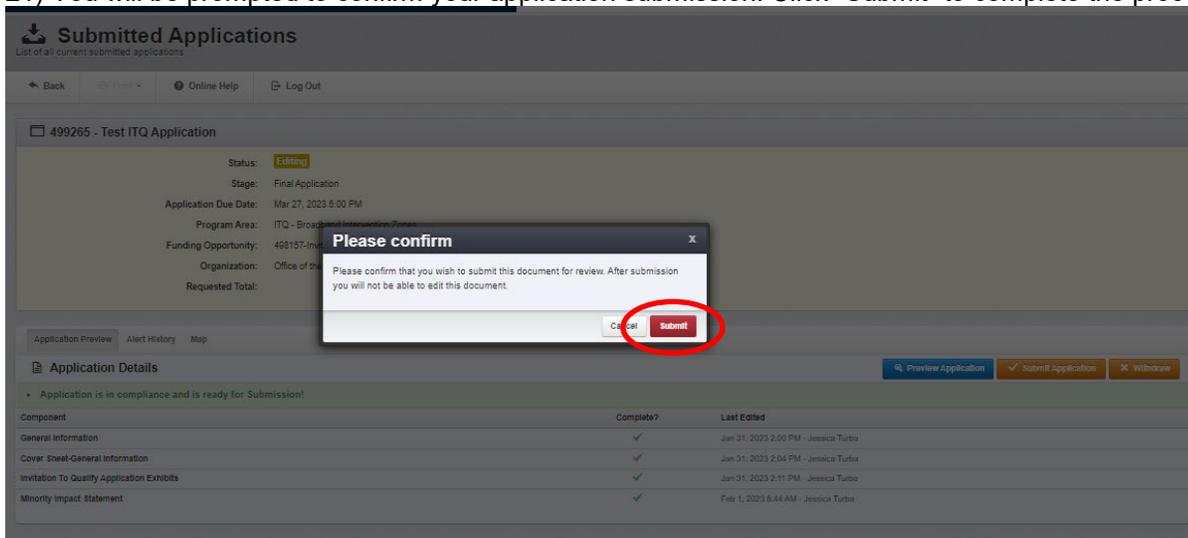
Application Details

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2023 2:00 PM - Jessica Turba
Cover Sheet-General Information	✓	Jan 31, 2023 2:04 PM - Jessica Turba
Invitation To Qualify Application Exhibits	✓	Jan 31, 2023 2:11 PM - Jessica Turba
Minority Impact Statement	✓	Feb 1, 2023 8:44 AM - Jessica Turba

Exhibit C - Iowa Grants Registration and Application Instructions (ITQ #1)

21) You will be prompted to confirm your application submission. Click “Submit” to complete the process.



**Your application status will change to “submitted” and be available for view in the grants system.

If you have questions about the application process or need assistance in the Iowa Grants System, please contact the office at ociogrants@iowa.gov.