



Grants Management Policies and Procedures Guide

EMPOWER RURAL IOWA
EMERGENCY BROADBAND EXPANSION GRANT
NOFA #006

Overview

Introduction

Consistent with Section 1.10 of Notice of Funding Availability #006, the Office is issuing this Grants Management Policies and Procedures Guide, which describes the financial, oversight, and administrative requirements, policies, and procedures the Office will require Grantee’s to follow in the Office’s administration of the Empower Rural Iowa Broadband Grant Program. The primary purpose of this guide is to assist grant recipients in navigating Project verification, reporting, claims, and other administrative processes in a manner that will facilitate the Office’s compliance the state’s management of public funds and to develop, implement, and maintain meaningful grant oversight and coordination for the Office of the Chief Information Officer (OCIO) and its grantees. This Management Policies and Procedures Guide is considered a contractual obligation.

The Grants Management System

To ensure consistency and accountability in securing and managing grant funds, all subrecipients must utilize the iowagrants.gov system. This grants management system shall process all application submissions, programmatic and financial reporting, claims, and project closeout documents.

Tips for working within the IowaGrants.gov system:

- Always use the navigation buttons within the IowaGrants.gov screen (e.g. Back, Add, Delete, Edit, Save, etc.) instead of using the web-browser buttons at the top of the window.
- When entering information, fields marked with a red asterisk are required.
- If you are having trouble logging into iowagrants.gov, email OCIO staff at: ociogrants@iowa.gov

Step 1: Navigating the Main Menu

The main menu screen of IowaGrants.gov will look like this:



Click on the “My Grants” icon to access current projects that are underway.

Step 2: Select the Project Title for a Claims Processing

Iowa IowaGrants.gov

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

Grant Tracking

Current Grant/Projects [Search My Grant/Projects](#) | [Closed Grant/Projects](#) | [Claims](#)

Grant/Projects in the status Underway or Suspended appear on this list. To view other Grant/Projects, click the closed Grant/Projects link.

ID	Status	Year	Project Title	Program Area	Grant/Project Administrator	Awarded Amount
362342	Underway	2021	test2	OCIO Test Program	Jessica Turba	\$2,500.00
410921	Underway	2021	OCIO Test Application 2	Broadband Grant Program - Empower Rural Iowa	Jessica Turba	\$1,837,500.00
365917	Underway	2020	Test Grant BD	Broadband Grant Program - Empower Rural Iowa	Jessica Turba	\$0.00
Total						\$1,840,000.00

Showing 1 - 3 of 3

Step 3: Begin the Claims Process

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

Grant Tracking

Grant/Project: 410921 - OCIO Test Application 2 - 2021

Status: Underway

Program Area: Broadband Grant Program - Empower Rural Iowa

Grantee Organization: Office of the Chief Information Officer

Program Officer: Jessica Turba

Awarded Amount: \$1,837,500.00

Instructions
The Grant/Project forms appear below.

Grant/Project Components

Component	Last Edited
General Information	10/18/2021
Claims	
Status Reports	
Correspondence	
Opportunity	-
Application	-

First click "Claims".

Next click "Add".

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

Grant/Project Tracking

Grant/Project: 410921 - OCIO Test Application 2 - 2021

Status: Underway
Program Area: Broadband Grant Program - Empower Rural Iowa
Grantee Organization: Office of the Chief Information Officer
Program Officer: Jessica Turba
Awarded Amount: \$1,837,500.00

Claims [Copy Existing Claim](#) | [Return to Components](#)

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
410921 - 001	Reimbursement	Editing			10/18/2021 - 10/18/2021	\$0.00
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00

Last Edited By:

 Iowa IowaGrants.gov

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

Grant Tracking

Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type:* Reimbursement

Report Period
From Date: 09/01/2020 To Date: 07/01/2021

Select "Reimbursement" as the Claim Type. Enter in the project performance period. Click "Save".

Step 4: Project Completion and Claim Forms

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

Grant Tracking

Claim: 365917 - 008 [Grant Components](#)

Grant: **365917-Test Grant BD**
Status: Editing
Program Area: Broadband Grant Program - Empower Rural Iowa
Grantee Organization: Office of the Chief Information Officer
Program Manager: Jessica Turba

Reporting Period [Return to Components](#)

Claim Type:* Reimbursement
Claim Status:* Editing
Report Period 09/01/2020 07/01/2021
From Date To Date

Click "Return to Components".

Step 5: Certification of Project Completion

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

Grant Tracking

Claim: 410921 - 001 [Grant Components](#)

Grant: **410921-OCIO Test Application 2**
Status: Editing
Program Area: Broadband Grant Program - Empower Rural Iowa
Grantee Organization: Office of the Chief Information Officer
Program Manager: Jessica Turba

Components [Preview](#) | [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information		
Certification of Project Completion NOFA #006	✓	10/18/2021
Summary of Allowable Expenses NOFA #006		
Reimbursement		

Select "Certification of Project Completion NOFA #006"

Infrastructure Project Performance and Certification

Grant Tracking

Claim: 410921 - 001 Grant Components

Grant: [410921-OCIO Test Application 2](#)

Status: Editing

Program Area: Broadband Grant Program - Empower Rural Iowa

Grantee Organization: Office of the Chief Information Officer

Program Manager: Jessica Turba

Infrastructure Project Performance/Certification

By submitting this form, Grantee hereby certifies the following:

The Infrastructure Project was completed as proposed/represented in the awarded Application.* Yes No

The final installation facilitates Broadband service at or above 100/20 or 100/100 Broadband, as applicable, in each of the applicable Census Blocks identified in the awarded Application/forming the basis of the Project.* Yes No

The final installation facilitates Broadband service at or above 100/20 or 100/100 Broadband, as applicable, to the same number of Broadband Units (homes, schools, businesses) located within the Census Blocks forming the basis of the Infrastructure Project as represented in the awarded Application.* Yes No

The final installation/Infrastructure

Depending on your browser, you may need to click "Edit". Read through the certification statements above. Select "Yes" to certify your infrastructure project was completed as represented in the applicable statement. Click "No" if there are differences between the award and the implementation of your project. If you select "No" to any of these questions, provide a qualified project completion narrative in the text box following these questions.

Step 6: Submit Project Completion Materials and GIS Data

Infrastructure Project Total Broadband Units & GIS Data

To complete this step, review the census blocks comprising your awarded Core Application Exhibit B. Make any necessary edits if there were changes to the census blocks and/or the number of broadband units served in those census blocks identified in the Application/forming the basis of the Project. Additionally, if your project is NOT serving a census blocks that your Application states would be served, please identify those in the qualified project certification narrative. Finally, upload the restated Exhibit B in this field.

Broadband Blocks and Homes, Schools, and Businesses Facilitated Service* No file chosen

Please upload geographic information system ("GIS") data demonstrating specifically where Broadband Infrastructure has been installed in connection with the Project, regardless of whether such Broadband Infrastructure actually serves any customers in Census Blocks forming the basis of the Project. Such GIS data must enable the Office to determine which specific homes, schools, and businesses within each Census Block forming the basis of the Project have access to 100/20 or 100/100 Broadband, as applicable, as a result of the Project. If you have questions about the form such GIS data should take, please reference the Grants Management Policies and Procedures Guide prior to submitting this Project Certification Form. Requested Information: CAD File, Shapefile, or KML File outlining the new infrastructure built This file should at a minimum show: • Project Area • Road or landmarks in order to identify the project area • Infrastructure buildout design (fiber, OSP, and/or other infrastructure needed to serve customers. OR- Propagation Modeling (Wireless) This file should at a minimum show: • Georeferenced raster data or, • A map with tower locations and expected delivery radius in miles

GIS data* No file chosen

Project Map (PDF or JPEG) The map should include: • Clearly legible streets or other landmarks • Project area is clearly delineated • Locations that are now served or can be provided service within 10 business days

Project Map* No file chosen

Instructions for Project Completion Materials

Demonstrating Total Broadband Units:

Make a copy of your project Core Application Exhibit B. Review the Targeted Service Areas identified in the exhibit and update the Total Number of HSB's New Service Will be Available To column. If a TSA area identified in your application is not part of the completed project, please contact OCIO's grants administrator before proceeding further with the claim materials. See example below.

 <small>Office of the Chief Information Officer</small> <small>KIM REYNOLDS, GOVERNOR</small> <small>ADAM GREGG, LT. GOVERNOR</small>	Exhibit B — Broadband Grants Program Project Worksheet	STATE OF IOWA <small>ANNETTE DUNN CHIEF INFORMATION OFFICER</small>
Applicant Name: Required		

										Total Units To Be Served		0	
										% of Baseline To Be Served		0%	
										Units Served Per Square Mile		0	
Target Service Area				Total Number of HSB's (i.e., Broadband Units) in Project Area				Total Number of HSB's (i.e., Broadband Units) New Service Will Be Available To				Facilitated Speeds in Project Area Upon Project Completion	
Census Block #	Previously Funded	County	Sq. Miles	H	S	B	Total	H	S	B	Total	Down (Mbps)	Up (Mbps)
0		0	0	0	0	0	0	0	0	0	0		
END OF DATA													

Creating a Project Map and GIS Layer:

Project Map

The map should include:

- Clearly legible streets or other landmarks
- Project area is clearly delineated
- Locations that are now served or can be provided service within 10 business days

-AND-

Include 1 of the following:

CAD File, Shapefile, or KML File outlining the new infrastructure built

This file should at a minimum show:

- Project Area
- Road or landmarks in order to identify the project area
- Infrastructure buildout design (fiber, OSP, and/or other infrastructure needed to serve customers.

-OR-

Propagation Modeling (Wireless)

This file should at a minimum show:

- Georeferenced raster data or;
- A map with tower locations and expected delivery radius in miles

-OR-

Identification of Built Infrastructure (Wireless)

Coordinates as longitude and latitude of the tower locations

- Include the radius of the facilitated service area by tower location
- The height of the Towers

-OR-

Spreadsheet of Service Locations

Locations as longitude (x) and latitude that are serviceable by the new infrastructure or addresses that are served or can be served.

- Coordinates as Longitude (-92.123456), Latitude (42.123456 or;
- Address (101 Z Ave Street, Madrid, Iowa, 50333)

Step 7: Infrastructure Project Permit Field Testing Certification

Infrastructure Project Permit Field Tests

You acknowledge and agree that by submitting this Project Certification Form, you are certifying on behalf of Grantee that the Project is complete and, by so doing, hereby authorize the Office to both before and after reimbursing Grantee, and for up to five years from the date of this certification, conduct field tests upon request to verify compliance with NOFA #006 and the Grant Agreement.

Speed tests anywhere between a Grantee's central office and the demarcation at any customer's location in a Census Block in which the Infrastructure Project was represented as being able to facilitate broadband service. * Yes No

In the case of wireless installations, from any location in a Census Block in which the Infrastructure Project was to be deployed or to which the Infrastructure Project was represented as being able to facilitate Broadband service. * Yes

In the case where a Grantee does not have a customer in a Census Block being served by the installation, certification obtained by the Grantee and supplied to the Office from an independent, third-party, properly licensed engineer that the installation facilitates broadband service at or above 100/20 or 100/100, as applicable, in the Census Blocks identified in the original Application. The costs of such certification shall be borne by the Grantee. Grantee will obtain and provide such certifications upon request by the Office. * Yes

Carefully read and answer the project permit field testing certifications. These statements are also included in your grant agreement. Two of these certification statements allow for a "not applicable" answer to be given based on the technology type or population count in the TSA block.

Step 8: Infrastructure Project Qualified Certification

Infrastructure Project Qualified Certification

If an Applicant is unable to unqualifiedly certify any of the foregoing certifications/acknowledgements, Applicant may use the space below to qualify any of the above certification/acknowledgements to the extent necessary. This includes identifying by census block any partially served or unserved blocks and number of broadband units not served that are part of the awarded application.

Infrastructure Project Acknowledgement

PLEASE READ BEFORE SUBMITTING: By submitting this reimbursement claim, I, on my own behalf or as a representative of the company identified above, as applicable, expressly represent that this Infrastructure Project as completed complies with the requirements in the Grant Agreement, the NOFA, and applicable laws, including pursuant to and in accordance with the Grant Agreement Section 3.2 (Performance Testing), or affirmatively elects not to exercise this right or any other monitoring, review, or audit rights available to the Office under the Grant Agreement.

By clicking on the following check box, I acknowledge I read and agreed to the statement above.* Yes No

Enter your project qualification narrative in this space. Next, read the Instructions for Infrastructure Project Acknowledgement and select “Yes” or “No”. Click “Save” at the top of the screen and “Mark the Form as Complete”.

Step 9: Complete the Summary of Allowable Expenses NOFA #006 Form

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 Save

Grant Tracking

Claim: 410921 - 001 [Grant Components](#)

Grant: 410921-OCIO Test Application 2

Status: Editing

Program Area: Broadband Grant Program - Empower Rural Iowa

Grantee Organization: Office of the Chief Information Officer

Program Manager: Jessica Turba

Components [Preview](#) | [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/18/2021
Certification of Project Completion NOFA #006	✓	10/20/2021
Summary of Allowable Expenses NOFA #006		
Reimbursement		

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Step 10: Complete the Summary of Allowable Expenses NOFA #006 Form

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

Grant Tracking

Claim: 410921 - 001 Grant Components

Grant: 410921-OCIO Test Application 2
 Status: Editing
 Program Area: Broadband Grant Program - Empower Rural Iowa
 Grantee Organization: Office of the Chief Information Officer
 Program Manager: Jessica Turba

Infrastructure Project Allowable Expenditures Uploads

Please use this template to create a summary invoice for your completed project. The template is available [here](#). **Summary Invoice Template.xlsx**

Summary Invoice* No file chosen

Upload in a single PDF all detailed invoices or itemized receipts for every expense coded properly to the appropriate Expenditure Code from the Project Certification and Summary of Allowable Expenditures form. Assign the appropriate budget code to the invoices as set forth in the accompanying Grants Management Policies and Procedures Guide.

Proof of Purchase* No file chosen

Upload in a single PDF Proof of payment for each expense provided in the summary invoice and coded properly to the appropriate Budget Expenditure Code (DC1, DC2, etc.). Proof of payment could include but not be limited to cashed checks, credit card statements, or financial management system documents as long as they include the required data elements. Checks must be cleared by your bank or credit union. The date of the payment cannot occur before the purchase. If there is sensitive information on the documents, cover or remove it before uploading into the Iowa grants system. We do not need account or routing numbers.

Proof of Payment* No file chosen

Use the Summary Invoice Template to develop the project's Summary Invoice (pictured below).

Summary Invoice

Company Name: _____ Grant ID #: _____ Dates of Service: from: _____ to: _____

Section to be Completed by OCIO Reviewer

Invoice Number (Proof Purchase)	Description of Purchase	Category Code	Vendor Name	Date of Purchase	Check # (Proof of Payment)	Invoice Total	Project Allowable Expense Total	OCIO Reviewer Check	OCIO Comments
	Conduit	DC1						<input type="checkbox"/>	
								<input type="checkbox"/>	
								<input type="checkbox"/>	
								<input type="checkbox"/>	
								<input type="checkbox"/>	
								<input type="checkbox"/>	
								<input type="checkbox"/>	
								<input type="checkbox"/>	

More detailed instructions for filling out the Summary invoice are included below.

Collecting the Required Documentation for Reimbursement

The Office of the Chief Information Officer requires two types of proof for each project expenses:

1. Proof of Purchase (PDF upload)
2. Proof of Payment (PDF upload)

Proof of Purchase

Requirements:

- Invoices must have an itemized list and a description of the items or services purchased. OCIO cannot accept a statement that lists invoice numbers without descriptions.
- If there are unrelated items on the invoice or receipt, identify them as not applicable.
- Purchases must occur within July 1, 2021 and the project completion date.

Proof of Payment – Collect this information into one PDF file for upload

Identifies how and when payment for items was made. Acceptable documents include:

- Bank statements
- Cleared checks
- Credit card statements

Requirements:

Checks must be cleared by your bank or credit union. Carbon copies of checks are not sufficient proof.

- Date of payment cannot occur before purchase.
- If a payment was made for multiple purchases, mark the invoice numbers associated with the payment on the record.
- If there is sensitive information on the documents, redact it before uploading into IowaGrants.gov.

Documents that Provide both Proof of Purchase and Proof of Payment Include:

- Zero-balance invoices or statements.
- Zero-balance receipts

Requirements:

- Zero-balance proof must have payment date(s) and identify method of payment.
- Handwritten zero-balance receipts or invoices require additional proof of payment.

SAMPLE INVOICE

AAA Engineering

1111 Fake St.
Fake City, IA 55555
Phone: 555-555-5555

INVOICE

INVOICE #347852
DATE: APRIL 1, 2019

TO:
MB Networks
1305 East Walnut St.
Des Moines, IA 50319

FOR:
Fiber / Wireless Hybrid Project OSP Services
P.O. Number 457342

DESCRIPTION	HOURS	RATE	AMOUNT	
Detailed Buried/Underground Design	22 Hours	153.00	\$3,366.00	DC4
Geospatial Services	41 Hours	185.00	\$7,585.00	DC3
FTTH Active Ethernet Design	100 Hours	250.00	\$25,000.00	DC4
Detailed Cost Analysis	40 Hours	250.00	\$10,000.00	N/A
Distributed Fiber Architecture Development	175 Hours	250.00	\$43,750.00	DC4
			TOTAL	
			\$86,701.00	

Make all checks payable to AAA Engineering
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month. (10,000.00)

Thank you for your business!

76,701.00
PTF 1/23/20

To Calculate Total Allowable Expenditures:

1. Identify the total costs on the invoice. e.g. Total: \$86,701.00
2. Subtract any ineligible items costs.
 - a. Items not used on the project.
 - b. Items that do not meet the Allowable Expenditures definition in the NOFA/grant agreement.
 - c. Items that were not identified in your awarded budget plan.
3. Identify the budget line item that the purchased items are coded to in your budget. (DC1 = Fiber)
4. Identify the total allowable costs for the invoice at the bottom. The fiscal agent then initials the invoice.

Filling Out the Summary Invoice

A summary invoice is the first upload of required supporting documentation files. Be sure to include the following for each item on the summary invoice:

- Proof of Purchase-lists the type of proof (invoice or receipt) and include the invoice number, if available.
- Description of Purchase-briefly describe the item(s) and how it relates to the grant project (allowable expenditure category code).
- All items Allowable- write "yes" if all items are all allowable or "no" if the proof of purchase includes unallowable items.
- Vendor Name- identify the business that provided the goods or services.
- Date of Purchase-include the date the item or service was purchased (must be after the applicable issuance of the Notice of Funds Availability and before the completion of the project).
- Proof of Payment- list the type of proof (bank statement, cleared check, zero-balance invoice with payment date, zero-balance receipt with payment date, or credit card statement)
- Total Invoice Amount- enter the invoice total.
- Total Allowable Cost-enter the amount the Grantee is submitting for the total allowable expenditures.

**If you have an invoice with materials that belong to different budget line items, please separate them on the summary invoice by adding one line item per budget category. For example, all of the DC1 expenses on an invoice will be included on one line of the summary invoice, then all of the DC2 expenses would be listed on the next line.

Summary Invoice - Internal Time Reporting

Company Name	Grant ID #	Dates of Service	Pay period	Employee ID	Classification Budget Category	Rate of Pay (Hourly)	Hours Worked ON Project	Hours worked OFF Project	Total Request Amount

The second tab on the Summary Invoice collects internal time reporting that is being included in the total project costs. The proof of payment associated with this information must be included with the proof of payment upload.

Internal Time Reporting Reimbursement Requirements (Include in Proof of Payment Upload)

- Compensation must be reasonable and in line with work on similar activities performed by your organization.
- OCIO will accept a system generated report from your Human Resources system that documents the wages paid to the employee during the timeframe associated with the work performed on the project based on the information in the Time Reporting tab (above).
- Do not include any indirect costs (percentage of rent, utilities, supervisor’s time not directly related to working on the project, etc.). If you have questions about what type of internal labor costs are allowable, please contact OCIO at ociogrants@iowa.gov
- Any internal labor costs must be coded to the budget line of the awarded budget. If you are claiming these costs under “other”, please include a short description of the tasks next to the line item.

Step 11: Uploading Claims Materials

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

Grant Tracking

Claim: 410921 - 001 Grant Components

Grant: 410921-OCIO Test Application 2
 Status: Editing
 Program Area: Broadband Grant Program - Empower Rural Iowa
 Grantee Organization: Office of the Chief Information Officer
 Program Manager: Jessica Turba

Infrastructure Project Allowable Expenditures Uploads

Please use this template to create a summary invoice for your completed project. The template is available here. [Summary Invoice Template.xlsx](#)

Summary Invoice file chosen

Upload in a single PDF all detailed invoices or itemized receipts for every expense coded properly to the appropriate Expenditure Code from the Project Certification and Summary of Allowable Expenditures form. Assign the appropriate budget code to the invoices as set forth in the accompanying Grants Management Policies and Procedures Guide.

Proof of Purchase file chosen

Upload in a single PDF Proof of payment for each expense provided in the summary invoice and coded properly to the appropriate Budget Expenditure Code (DC1, DC2, etc.). Proof of payment could include but not be limited to cashed checks, credit card statements, or financial management system documents as long as they include the required data elements. Checks must be cleared by your bank or credit union. The date of the payment cannot occur before the purchase. If there is sensitive information on the documents, cover or remove it before uploading into the Iowa grants system. We do not need account or routing numbers.

Proof of Payment file chosen

Step 12: Read and Certify the Project Allowable Expenditures

Certification of Project Allowable Expenditures

By completing the Summary of Allowable Expenditures form, you hereby certify and attest the following:

That such Allowable Expenditures are true, accurate, and in fact constitute Allowable Expenditures, incurred after the period established in your executed grant agreement.* Yes No

That such Allowable Expenditures are directly related to the installation of Broadband Infrastructure that facilitates at or above 100/20 or 100/100 Broadband as applicable.* Yes No

That such Allowable Expenditures were utilized for the installation of Broadband Infrastructure in Census Blocks identified in the awarded Application/forming the basis of the Project (except and solely to the extent as otherwise permitted by an exception granted to a Grantee by the Office as part of the Application process).* Yes No

That such Allowable Expenditures were not incurred prior to the effective date of the issuance of the NOFA 6: July 1, 2021.* Yes No

Step 13: The Summary of Allowable Expenditures Chart

Summary of Infrastructure Project Allowable Expenditures		
Category	Total Project Costs	Reimbursement Requested
Conduit (Code DC1)	\$0.00	\$0.00
Fiber/Copper (Code DC2)	\$0.00	\$0.00
OSP Engineering (Code DC3)	\$0.00	\$0.00
Design Engineering (Code DC4)	\$0.00	\$0.00
Construction Mgmt. (Code DC5)	\$0.00	\$0.00
Tower (Code DC6)	\$0.00	\$0.00
Antenna (Code DC7)	\$0.00	\$0.00
Boring (Code DC8)	\$0.00	\$0.00
Trenching (Code DC9)	\$0.00	\$0.00
Knifing (Code DC10)	\$0.00	\$0.00
Switching Equipment (Code DC13)	\$0.00	\$0.00
Routing Equipment (Code DC14)	\$0.00	\$0.00
Optical Equipment (Code DC15)	\$0.00	\$0.00
Customer Premise Equipment (Code DC16)	\$0.00	\$0.00
Other (Code DC17)	\$0.00	\$0.00

Enter in the Infrastructure Project “Total Project Costs” and “Reimbursement Requested” amounts into the chart. If you cannot enter amounts, click “Edit” at the top of the webpage. The total project costs associated with this project are based on what was entered into the Summary Invoice (including internal labor). In order to determine those amounts, filter your Summary Invoice by budget category and then add in the internal labor (if applicable). The reimbursement requested amount is either the awarded percentage in your core application or the awarded amount (whichever is less). OCIO does anticipate there will be differences between the awarded budget line items and the costs incurred.

Step 14: Complete the Summary of Allowable Expenses NOFA #006 Form

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

Grant Tracking

Claim: 410921 - 001 Grant Components

Grant: **410921-OCIO Test Application 2**
Status: Editing
Program Area: Broadband Grant Program - Empower Rural Iowa
Grantee Organization: Office of the Chief Information Officer
Program Manager: Jessica Turba

Infrastructure Project Allowable Expenditures Uploads

Please use this template to create a summary invoice for your completed project. The template is available here. [Summary Invoice Template.xlsx](#)

Summary Invoice* Claims Report 10_27.pdf

Upload in a single PDF all detailed Invoices or itemized receipts for every expense coded properly to the appropriate Expenditure Code from the Project Certification and Summary of Allowable Expenditures form. Assign the appropriate budget code to the invoices as set forth in the accompanying Grants Management Policies and Procedures Guide.

Proof of Purchase* Claims Report 10_27.pdf

Upload in a single PDF Proof of payment for each expense provided in the summary invoice and coded properly to the appropriate Budget Expenditure Code (DC1, DC2, etc.). Proof of payment could include but not be limited to cashed checks, credit card statements, or financial management system documents as long as they include the required data elements. Checks must be cleared by your bank or credit union. The date of the payment cannot occur before the purchase. If there is sensitive information on the documents, cover or remove it before uploading into the Iowa grants system. We do not need account or routing numbers.

Proof of Payment* Claims Report 10_27.pdf

Once all of information is entered and uploaded into the form, click "Save".

Claim: 410921 - 001 Grant Components

Grant: **410921-OCIO Test Application 2**
Status: Editing
Program Area: Broadband Grant Program - Empower Rural Iowa
Grantee Organization: Office of the Chief Information Officer
Program Manager: Jessica Turba

Infrastructure Project Allowable Expenditures Uploads **Mark as Complete** Go to Claim Forms

Please use this template to create a summary invoice for your completed project. The template is available here. [Summary Invoice Template.xlsx](#)

Summary Invoice* **Claims Report 10_27.pdf**

Upload in a single PDF all detailed Invoices or itemized receipts for every expense coded properly to the appropriate Expenditure Code from the Project Certification and Summary of Allowable Expenditures form. Assign the appropriate budget code to the invoices as set forth in the accompanying Grants Management Policies and Procedures Guide.

Proof of Purchase* **Claims Report 10_27.pdf**

Upload in a single PDF Proof of payment for each expense provided in the summary invoice and coded properly to the appropriate Budget Expenditure Code (DC1, DC2, etc.). Proof of payment could include but not be limited to cashed checks, credit card statements, or financial management system documents as long as they include the required data elements. Checks must be cleared by your bank or credit union. The date of the payment cannot occur before the purchase. If there is sensitive information on the documents, cover or remove it before uploading into the Iowa grants system. We do not need account or routing numbers.

Proof of Payment* **Claims Report 10_27.pdf**

Next, click "Mark as Complete".

Step 15: The Reimbursement Form

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

Grant Tracking

Claim: 410921 - 001 **Grant Components**

Grant: 410921-OCIO Test Application 2
Status: Editing
Program Area: Broadband Grant Program - Empower Rural Iowa
Grantee Organization: Office of the Chief Information Officer
Program Manager: Jessica Turba

Components **Preview | Submit**

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/18/2021
Certification of Project Completion NOFA #006	✓	10/20/2021
Summary of Allowable Expenses NOFA #006	✓	10/28/2021
Reimbursement		

Click on the Reimbursement Form.

Claim: 410921 - 001 **Grant Components**

Grant: 410921-OCIO Test Application 2
Status: Editing
Program Area: Broadband Grant Program - Empower Rural Iowa
Grantee Organization: Office of the Chief Information Officer
Program Manager: Jessica Turba

Reimbursement

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Total Claimed (All Statuses)	5 Unclaimed Balance (1-4)
Project Budget					
Conduit	\$1,837,500.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$1,837,500.00
Fiber/Copper	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
OSP Engineering	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Design Engineering	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Construction Mgmt.	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Tower	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Antenna	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Boring	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Trenching	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Knifing	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Switching Equipment	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Routing Equipment	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Optical Equipment	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Customer Premise Equipment	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00
Other	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	\$0.00

The "Expenses This Period" column will be used by the state to issue payment. These numbers should be the same as what was entered into the "Reimbursement Requested" column in the Summary of Infrastructure Project Allowable Expenditures Chart in the previous form. Once your amounts are entered, click "Save" at the top of the screen.

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

Grant Tracking

Claim: 410921 - 001 Grant Components

Grant: **410921-OCIO Test Application 2**
 Status: Editing
 Program Area: Broadband Grant Program - Empower Rural Iowa
 Grantee Organization: Office of the Chief Information Officer
 Program Manager: Jessica Turba

Reimbursement Mark as Complete | Go to Claim Forms

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Total Claimed (All Statuses)	5 Unclaimed Balance (1-4)
Project Budget					
Conduit	\$1,837,500.00	\$1,837,500.00	\$0.00	\$1,837,500.00	\$0.00
Fiber/Copper	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OSP Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Mgmt.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Antenna	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boring	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trenching	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Knifing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Switching Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Routing Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Optical Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Customer Premise Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Step 16: Preview the Claim

 IowaGrants.gov

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

Grant Tracking

Claim: 410921 - 001 Grant Components

Grant: **410921-OCIO Test Application 2**
 Status: Editing
 Program Area: Broadband Grant Program - Empower Rural Iowa
 Grantee Organization: Office of the Chief Information Officer
 Program Manager: Jessica Turba

Components Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/18/2021
Certification of Project Completion NOFA #006	✓	10/20/2021
Summary of Allowable Expenses NOFA #006	✓	10/28/2021
Reimbursement	✓	10/28/2021

Claim Details			
410921-OCIO Test Application 2			
Broadband Grant Program - Empower Rural Iowa			
Award Year:	2021	Status:	Editing
Contract Number:	410921	Approved Date:	
Claim Type:	Reimbursement	Filed Date:	
Claim Number:	410921 - 001	Vendor Number:	
Submitted By:		Invoice Number:	
Report Period:	10/18/2021 - 10/18/2021		
	From Date To Date		
Applicant and Organization			
Applicant		Organization Information	
AnsA User Id	BRYAN.DREILING@IOWAID		
First Name*	Bryan A. Dreiling	Organization Name*	Office of the Chief Information Officer
	First Name Middle Name Last Name	Organization Type*	State Government
Title:		DUNS:	05-799-6098
Email*	bryan.a.dreiling@iowa.gov	Organization Website:	
Address*	1305 E. Walnut B-Level	Address:	
City*	Des Moines Iowa 50309	City	Iowa
	City State/Province Postal Code/Zip	State/Province	Postal Code/Zip
Phone*	515-418-1496	Phone:	
	Phone Ext.	Ext.	
Program Area of Interest*	IOWAccess	Fax:	
Fax:			
Infrastructure Project Performance/Certification			
By submitting this form, Grantee hereby certifies the following:			
The Infrastructure Project was completed as proposed/represented in the awarded Application.* Yes			
The final installation facilitates broadband service at or above 100/20 or 100/100 Broadband, as applicable, in each of the applicable Census Blocks identified in the awarded Application/forming the basis of the Project.* Yes			

Review the entered and uploaded content for accuracy. Do all of the numbers between the charts reconcile?

1. Do the amounts entered into the summary invoice match/equal the numbers entered into the claim form under Total Project Costs?
2. Does the Reimbursement Requested Amount match the Expenses this Period numbers?
3. Did you remember to identify your internal labor costs in the claim form charts?

If not, go back and edit the charts as applicable.

Step 17: Submit the Claim

Claim: 410921 - 001 Grant Components

Grant: **410921-OCIO Test Application 2**

Status: Editing

Program Area: Broadband Grant Program - Empower Rural Iowa

Grantee Organization: Office of the Chief Information Officer

Program Manager: Jessica Turba

Components Preview | **Submit**

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/18/2021
Certification of Project Completion NOFA #006	✓	10/20/2021
Summary of Allowable Expenses NOFA #006	✓	10/28/2021
Reimbursement	✓	10/28/2021

Click the “Submit” link to complete the claim. Once the claim is submitted, no additional edits can be made.

Claims

Claim Submitted Confirmation

You have successfully submitted your Claim numbered [001]. We have received your Claim for review.
Click [here](#) to print claim.

This screen will appear once your claim is submitted.

The Claims Payment Process

OCIO Broadband Program staff will receive notification of the claim once it is submitted by the Grantee. When the claim is reviewed, staff will notify the grantee of an action taken. These actions could include:

1. Approval of the claim- the Iowa Department of Administrative Services will issue payment.
2. Negotiation of the claim- the claim form is sent back to the Grantee for an edit.

All correspondence related to claims payment will be generated within the IowaGrants.gov grants management system.

Negotiating Claims

The purpose of negotiating a claim is to allow the Grantee to change the claim based on OCIO staff review.

Examples could include:

- The total requested reimbursement amount does not match the supporting documentation provided.
- The amount requested for reimbursement does not match the grant award amount.

Once a claim is negotiated back for an edit, one or more of the claim form components will be unlocked for editing. The status of the claim will be changed to “Correcting”. Once the Grantee resubmits the claim, the status will change to “submitted”. OCIO staff will review the changes and determine if the claim can be approved for payment. OCIO recommends printing a copy of your approved claim forms for records keeping.

Iowa Broadband Program Office Contact Information:
If you have questions, please email OCIO at: ociogrants@iowa.gov.

Attn: Jessica Turba, Special Projects Administrator
Office of the Chief Information Officer, State of Iowa
200 East Grand Ave.
Des Moines, IA 50309