Grants Management Policies and Procedures Guide

EMPOWER RURAL IOWA
EMERGENCY BROADBAND EXPANSION GRANT
NOFA #003

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Overview

Introduction

Consistent with Section 4.1.6 of Notice of Funding Availability #003, the Office is issuing this Grants Management Policies and Procedures Guide, which may be updated from time to time, and which guide will describe the financial, oversight, and administrative requirements, policies, and procedures the Office will require Grantee's to follow in the Office's administration of CARES Act Requirements. 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 with CARES ACT Requirements, and to develop, implement, and maintain meaningful grant oversight and coordination for the Office of the Chief Information Officer (OCIO) and its awardees. This Management Policies and Procedures Guide is considered a contractual obligation of Grantee.

Key Provisions for Federal Grants Management

The Empower Rural Iowa Emergency Broadband Expansion Program is funded through the Coronavirus Relief Fund CFDA Number 21.019. Schedule A, entitled Federal Funding - Required Provisions, of the grant agreement generally contains the federally required provisions and requirements with which grantee is expected to comply. This Management Policies and Procedures Guide identifies key requirements, and generally outlines the manner in which the Office intends to coordinate and monitor compliance with these key requirements.

Registering on the SAM.gov

State agencies are responsible for reporting sub-recipient award data when federal funds are used and the total award amount (based on initial award or sum total of initial award and subsequent amendments) is equal to or greater than $50,000 (threshold required by U.S. Department of the Treasury). Grant recipients meeting the threshold above are required to register on the federal System for Award Management, sam.gov. Below is information available on the Federal Service Desk, fsd.gov, regarding how to register on SAM, and the information required to register:

- How do I register a new entity in SAM?

- What information do I need to register my entity in SAM?

- How do I update my entity's existing SAM registration?

In addition to any additional or more restrictive terms in the grant agreement, the following key **2 C.F.R.** requirements apply to this grant funding:

- Internal Controls, 2 C.F.R. § 200.303
    - Subrecipients are responsible for establishing and maintaining effective internal controls that provide assurances that the project is managed in compliance with the applicable federal statutes, regulations, and the terms and conditions of the federal award. Examples of these include:
        - Written policies and procedures for who can approve grant spending, how labor is recorded and charged to the project, and procedures for purchasing goods and services.
        - Adequate monitoring to ensure charges to the grant are reasonable, allocable, and not limited or excluded by federal cost principles.
        - Reconciliations such as your organization taking a physical inventory of property purchased with federal funds?
        - The segregation of duties, such as having different people recording transactions, authorizing transactions, and having custody of the assets.
        - Documentation that supports the expenditure of project funding such as:
            - Receipts that have enough detail to determine if the costs are allowable.
            - Timecards or time reporting records showing <u>what grants and other activities</u> the employee spent their time on.
- Monitoring, and management are subject to the requirements in the Uniform Guidance as applicable to federal financial assistance 2 C.F.R. § 200.330 through 200.332.
    - OCIO will monitor by reviewing financial information and project completion materials submitted through the claims process. The Office reserves the right to monitor subrecipient performance through site visits.
- Subpart F, Audit Requirements, as applicable
    - Nonprofit and local government subrecipients that expend $750,000 or more in a year in federal awards (from all sources) shall have a single audit conducted for that year in accordance with the provisions of the OMNI Circular, OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. 200. A copy of the final audit report shall be submitted to the Office if either the schedule of findings and questioned costs or the summary schedule of prior audit findings includes any audit findings related to federal awards provided by the Office. The audit report, if required, shall include a schedule of the prior year's questioned costs (to the extent applicable), along with a response to the current status of the prior year's questioned costs. Copies of all management letters written as a result of the audit shall also be forwarded to the Office within one (1) month of the time of receipt by the Grantee accompanied by an action plan, if applicable, for each. Grantee shall provide the Office with a copy of any written audit findings or reports, whether in draft or final form, required to be submitted to the Office per the criteria above within two (2) Business Days following receipt by the Grantee. If an audit report is not required

to be submitted per the criteria above, the subrecipient must provide written notification to the Office that the required audit was conducted in accordance with Government Auditing Standards and that neither the schedule of findings and questioned costs nor the summary schedule of prior audit findings includes any audit findings related to federal awards provided by the Office. See the OMNI Circular, Section 200.330, Subrecipient and Contractor Determinations for a discussion of subrecipient versus contractor (vendor) relationships.

- These audit requirements do not generally apply to a for-profit business; however, the Office remains responsible for ensuring compliance with the Agreement and CARES Act Requirements through the implementation of audit and monitoring controls pursuant to 2 C.F.R. 200.501(h).

The Following Federal CARES Act Requirements that Apply to this Funding:

- Sub-recipients shall maintain and make available to the Treasury OIG upon request all documents and financial records sufficient to establish compliance with subsection 601 (d) of the Social Security Act, as amended (42 U.S.C. 801(d), which may include:
  - A general ledger or unique identifier used to account for:
    - The recipient of Coronavirus Relief Fund payments and;
    - The disbursement from such payments to meet eligible expenses of the Empower Rural Iowa Emergency Broadband Expansion Program.
  - Budget records from 2019 and 2020;
  - Payroll, time records, human resource records to support costs incurred for payroll expenses related to grant.
  - Receipts of purchases made related to implementing the awarded project.
  - All documentation related to contracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts.
  - All documentation of reports, audits, and other monitoring of contractors.

- Federal Funding Accountability and Transparency Act (FFATA). Upon request of the awarding state agency, the sub recipient shall provide their DUNS number, and submit information related to highly compensated officers information when:
  - In preceding fiscal year, federal funds made up more than 80% of gross annual revenue;
  - In preceding fiscal year, their organization received more than $25 million annual gross revenue in federal funds; and
  - The compensation of the senior executives in their organization (including parent organization, all branches, and all affiliates worldwide) is not publicly available

Federal Requirements –Grantee Certification/Supporting Documentation in Grant File

- Drug Free Workplace. This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.).
- Lobbying. This certification is required by the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352.
- Certification Regarding Environmental Tobacco Smoke. This certification is required by Public Law 103-227, also known as the Pro-Children Act of 1994 ("Pro-Children Act").

- Americans with Disabilities Act. Grantee certifies that it shall comply with Subtitle A, title II of the Americans with Disabilities Act (ADA), 42 U.S.C. 12131-12134, and Department of Justice implementing regulation, 28 CFR Part 35.
- Equal Treatment for Faith Based Organizations. Grantee shall comply with any applicable requirements of 28 C.F.R. Part 38, governing "Equal Treatment for Faith Based Organizations."
- Immigration and Naturalization Service. Grantee certifies that it keeps on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9) forms for applicable Grantee Personnel
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).
- Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.

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:
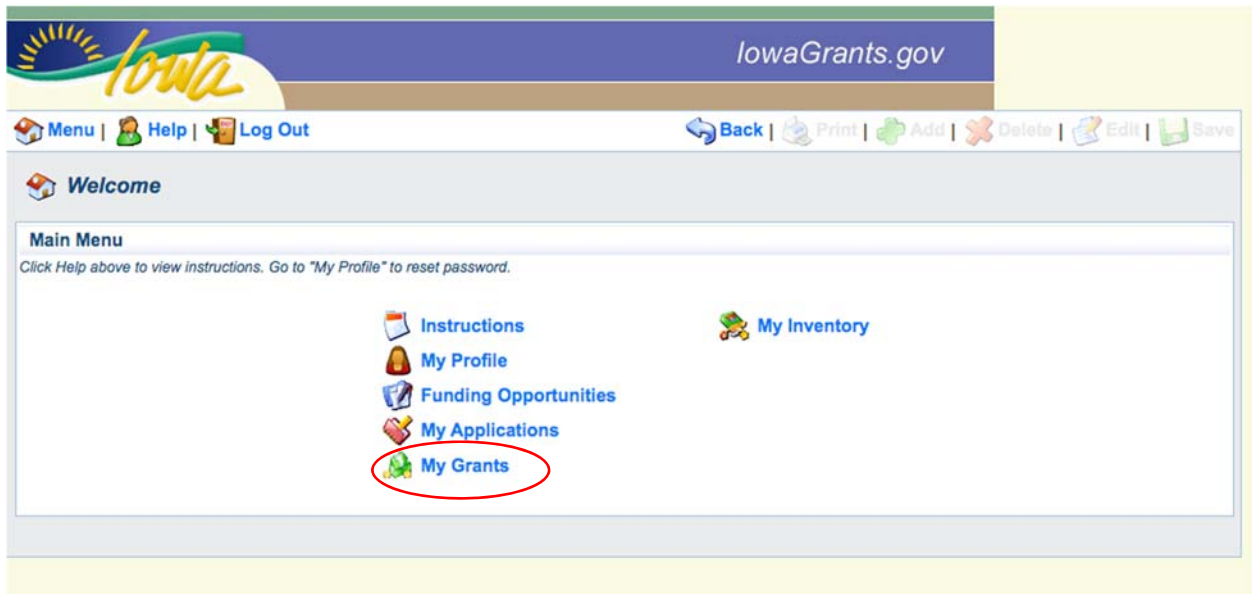
Click on the "My Grants" icon to access current projects that are underway.

Step 2: Select the Project Title for a Claims Processing

Step 3: Select the "Claims" Project Component

Step 4: Click "Add" to Create Claim

Step 5: Enter the Claim General Information

Select the Claim Type* "Advance" or "Reimbursement"

Enter the Report Period "From Date" as the beginning date of project work. *This date cannot be earlier than the issuance of the Notice of Funds Availability (March 1, 2020).*

Enter the Report Period "To Date" as the date of all work completed and allowable expenditures incurred. When completing an Advance Payment Request select the "To date" that best represents the timeframe these Advance funds will be spent.

Click "Save" when complete.

Step 6: Return to Components

Click the "Return to Components" link.

Step 7: Advance Payment Claim Components

Step 8: Complete the Component Form- Reimbursement

Your screen will now have two components (forms) that require information regarding project completion. Select the "Reimbursement" link.

Step 9: Edit the Reimbursement Budget Component

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	$50.00	$0.00	$0.00	$0.00	$50.00
Fiber/Copper	$200.00	$0.00	$0.00	$0.00	$200.00
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
Aerial Deployment/Make Ready	$0.00	$0.00	$0.00	$0.00	$0.00
Outside Plant	$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	$100.00	$0.00	$0.00	$0.00	$100.00
Adoption Project					
USD 489	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
USD 657	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
Total:	$4,350.00	$0.00	$0.00	$0.00	$4,350.00

The Reimbursement Form will prepopulate with the Iowa Grants Application Budget incorporated into your project's grant agreement. Click "Edit" to begin populating the form. Enter in the anticipated expenses that the advance payment will fund.

**Adoption Projects were approved an amount per school district ($500 x number of Non-Adopters). Advances will not be paid out for this portion of your project.*

Step 10: Enter Projected Expenses for Advance Payment

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

Grant Tracking

| Claim: 365917 - 006 | | | | | **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

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	$50.00	25	$0.00	$0.00	$50.00
Fiber/Copper	$200.00	100	$0.00	$0.00	$200.00
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
Aerial Deployment/Make Ready	$0.00	$0.00	$0.00	$0.00	$0.00
Outside Plant	$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

Once you are complete with the form edits, "Click Save".

**An Advance Payment cannot exceed 50% of the total Infrastructure awarded grant budget.

Step 11: Click "Mark as Complete"

Once you have reviewed your requested expenses this period (arrow), click "Mark as Complete".

Step 12: Submit the Advance Claim

In order to submit the Advance Claim both forms must be complete (check marks). Click "Submit" when your claim is ready for OCIO review and payment. Once a claim is submitted all sections will be locked from further editing.

Step 13: Print and Save Claim Form and Place in Grant File
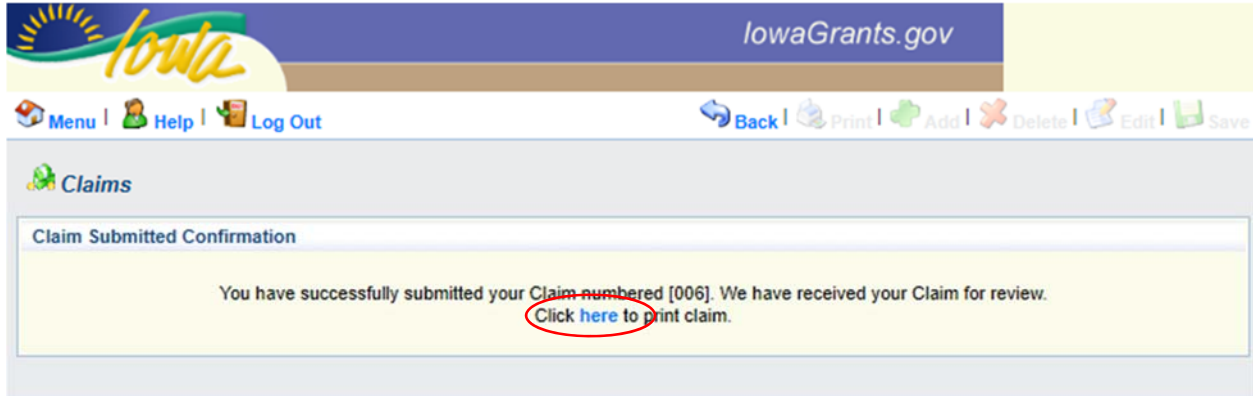
Please refer to the Addendum in this guide that provides a grant file checklist. The project grant file will assist the Office or other federal agency in auditing your federally funded project for compliance with the applicable regulations.

Project Completion and the Claims Reimbursement Process

Step 14: Navigating the Main Menu – Project Completion and Claims Reimbursement
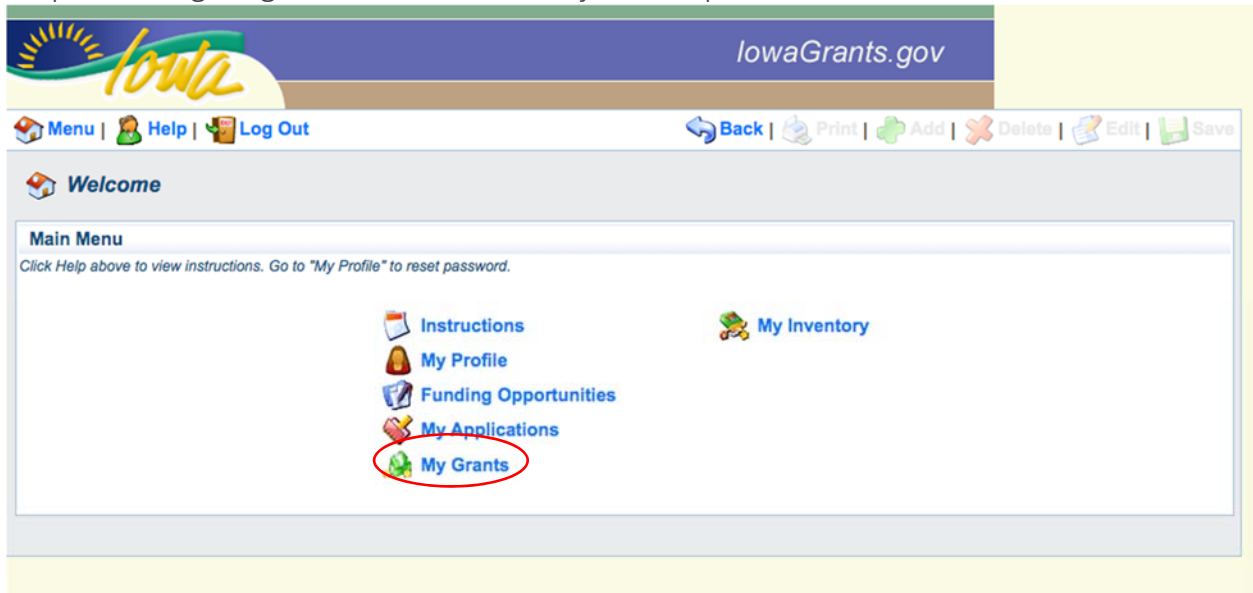
Click on "My Grants" to begin the project closeout and claims reimbursement process.

Step 15: Select Grant

Click on the project title of your grant. Make sure to cross reference the Project ID number and award amount.

Step 16: Begin the Claims Process

First click "Claims".

Next click "Add".

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

Click "Return to Components".

Step 17: Certification of Project Completion

Select "Certification of Project Completion NOFA #003

Infrastructure Project Performance and Certification

Click "Edit".

Infrastructure Project Performance/Certification

If you did not complete an Infrastructure Project as part of your award under the Empower Rural Iowa, Emergency Broadband Expansion Program select "Not Applicable".

By submitting this form, Grantee hereby certifies the following:

The Infrastructure Project was completed as proposed/represented in the awarded Application. * [Yes / No / Not Applicable]

The final installation facilitates Broadband service at or above 25/3 or 100/20 Broadband, as applicable, in each of the applicable Census Blocks identified in the awarded Application/forming the basis of the Project. * [Yes]

The final installation facilitates Broadband service at or above 25/3 or 100/20 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]

Each of the Broadband units (homes, schools, businesses) to which the final installation facilitates Broadband service at or above 25/3 or 100/20 Broadband, as applicable, was unserved prior to the installation, meaning no other known Communications Service Provider facilitated 25/3 Broadband or greater to the Broadband Unit at the time of the installation. * [Yes]

The final installation/Infrastructure Project fully complies with and satisfies any and all terms and conditions identified in the Grant Agreement, the NOFA, and all applicable federal, state, foreign, and local laws, rules, regulations, codes, ordinances, policies, orders, or any other legal requirements or limitations, including CARES Act requirements. * [Yes]

If your grant included an Infrastructure Project, read through the certification statements above. Select "Yes" to certify your infrastructure project was completed as represented in the applicable statement.

***If your grant award did not include an infrastructure project, click "Not Applicable".*

Submit Project Completion Materials and GIS Data

Infrastructure and Adoption Project Total Broadband Units & GIS Data

To complete this step, review the census blocks comprising your Exhibit B application form. 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 highlight those in Exhibit B. Finally, upload the restated Exhibit B in this field. If you completed an Adoption Project review the school districts comprising the Exhibit B.1 application form. Make any necessary edits if there were any changes to the number of Adopters (can only be less) or the school districts (can only delete non-participating areas, not add new ones). Finally, upload the restated Exhibit B.1 in this field. If you completed both project types, please upload an excel file with both restates Exhibits B & B.1.

Identify the total number of Broadband Units to which Broadband service is available in each Census Block identified in the Application Form Exhibit B/forming the basis of the Project. If you completed an Adoption Project upload an updated Exhibit B1.* [Browse...]

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 25/3 or 100/20 Broadband, as applicable, as a result of the Project. If you have questions about the form such GIS data should take, please contact the Office prior to submitting this Project Certification Form to discuss and identify a mutually agreeable format. If you completed an Adoption Project as part of your grant award, please upload GIS material that identifies which school districts were served as part of the Project. If you completed an Adoption Project, please upload GIS data that will show the overall reach of your completed project.

GIS data* [Browse...]

Upload your completed project materials. This includes an updated Exhibit B (Infrastructure Project) and/or Exhibit B.1 (Adoption Project). Also upload GIS data that demonstrates specifically where your broadband Infrastructure Project has been installed. Examples include an as built of the completed

project or other visual representation. Adoption Projects submit GIS that represents the projects served areas by school district.

Infrastructure Project Permit Field Testing Certification

Infrastructure Project Permit Field Tests

If you did not complete an Infrastructure Project as part of your award under the Empower Rural Iowa, Emergency Broadband Expansion Program select "Not Applicable".

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 #003 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 / Not Applicable

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 25/3 or 100/20, 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

If you completed an Infrastructure Project, read the statements above and select "Yes" or "No". If you only completed an Adoption Project, select "Not Applicable".

Infrastructure Project Qualified Certification

Infrastructure Project Qualified Certification

If you did not complete an Infrastructure Project as part of your award under the Empower Rural Iowa, Emergency Broadband Expansion Program skip this step.

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. By way of example only, if an Applicant is unable to unqualifiedly certify that the Applicant has not "within a three (3) year period preceding this Application had one or more public transactions (federal, state, or local) terminated for cause" as required by Section 3.4, above, the Applicant may provide a detailed explanation of all public transactions (federal, state, or local) terminated for cause within the prior three (3) year period. Notwithstanding, if the Applicant is not able to submit an unqualified Certification Letter, this may result in the Office determining, in its sole discretion, that Applicant is not a Responsible Applicant, and in the rejection of the Application/disqualification of the Applicant.

If you selected "No" to any of the Infrastructure project certifications, enter your project qualification narrative in this space.

Infrastructure Project Acknowledgement

Read the Instructions and select "Yes" or "No".

Select "Not Applicable" if you are completing an Adoption Project.

Step 18: Adoption Project Certification

If you completed an Adoption Project as part of your grant award, read the certification statements and select "Yes or "No".

If you only completed an Infrastructure Project, select "Not Applicable".

Step 19: Complete Certification of Project Completion Form

Click "Save"

Click "Mark as Complete". Remember to complete all of the questions that have a *. These questions are required and must be answered before the form can be completed.

Step 20: The Summary of Allowable Expenses Form

Click on the "Summary of Allowable Expenses NOFA #003 Form

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.

**If you received an Advance Payment, <u>include</u> that amount in the Reimbursement Requested total.

Infrastructure Project Allowable Expenditures Uploads

Collecting the Required Documentation for Reimbursement – Infrastructure Projects

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

1. Proof of Purchase
2. Proof of Payment

Proof of Purchase

Identifies what was purchased and when. Acceptable documents include:

- Detailed invoices
- Itemized receipts

Requirements:

- Invoices must have an itemized list or 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.
- Purchases must occur within the date of the issuance of the Notice of Funds Availability (based on your award cycle) and the project completion date.

Proof of Payment

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 there is sensitive information on the documents, cover or remove it before uploading into IowaGrants.gov. We do not need to know your account number or routing number.

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

To Calculate **Total Allowable Expenditures**:

Locate the total costs on the invoice. *e.g. Total: $86,701.00*
Calculate total ineligible item costs based on the awarded application budget line items. *e.g. Detailed Cost Analysis $10,000*
Subtract ineligible total costs *(including tax if applicable) = $10,000*
Identify Total Allowable Costs = *$76,701.00*
The Authorized Fiscal Officer must initial and date the change on the invoice.

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.
- Personnel Activity Reports for each employee (by pay period) must be uploaded as supporting documentation.

Personnel Activity Reports (PAR)

- Your time and effort reporting system must be supported by a strong system of internal controls that provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
  - Must allocate salary, wages, and benefits to the appropriate project accounts.

- o Must account for 100% of the employee's compensated time. Non-federal activities may be lumped together as "other".
- o Comply with the established accounting policies and practices of your organization.

Filling Out the Summary Invoice

A summary invoice, included on the Grantee organization letterhead, 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.

SAMPLE SUMMARY INVOICE CHART

Proof of Purchase	Description of Purchase	All items Eligible	Vendor Name	Date of Purchase	Proof of Payment	Total Invoice Amount	Total Allowable Cost
Invoice #123	Conduit (Code DC1)	Yes	Conduit Inc.	1/20/2020	Check #1000	$3,500	3,500.00
Receipt	Fiber (Code DC2)	Yes	Fiber, LLC.	1/21/2020	Credit Card Statement	$500.00	$250.00
Invoice	DC3, DC4	No	AAA Engineering	4/1/2019	Check #378	$76,701.00	$75,701.00

SAMPLE INTERNAL STAFF TIME REPORTING SUMMARY CHART

Pay Period	Employee ID	Classification-Budget Category	Rate of Pay	Hours Worked	Total Requested Amount
8/21/-9/3/2020	T1235	Knifing (DC10)	$20.00	15.00	$300.00

Adoption Project Uploads

Collecting the Required Documentation for Reimbursement – Adoption Projects

The Office of the Chief Information Officer requires two forms of project documentation for the claim's reimbursement process:

1. A Project Summary Report
2. Project Supporting Documentation

The Adoption Project Summary Report

A summary invoice, included on the Grantee organization letterhead, is the first upload of required supporting documentation. Be sure to include the following for each item on the summary report:

● Non-Adopter Identification (Name and Address)
● Was the Non-Adopter able to obtain 25/3 at their location before December 1, 2020?
● The Non-Adopter did not qualify for or participate in the FCC's Lifeline Program for Low Income Consumers?
● Did the Non-Adopter otherwise lack the ability to adopt 25/3 Broadband or greater without the discount as a result of a hardship related to COVID-19 public health disaster emergency? Identify the hardship.
● Amount of grant funds provided.

Sample Summary Adoption Project Chart

Name	Street Address	City	Zip	25/3 Service Provided	FCC's Lifeline Program Participant	COVID-19 Hardship	Grant Funds Expended
Jessica Turba	200 East Grand Ave	Des Moines	50309	Yes	No	Telework	$500.00

Adoption Project Supporting Documentation

Upload supporting documentation for the Non-Adopters identified on the Adoption Project Summary Report. This includes:

• Customer billing that identifies the service timeframe, the internet package purchased (minimum 25/3 service), and the amount of the credit issued to the account. *The credit can be spread across multiple billing cycles, but must be completed expended by December 1, 2020.*

Certification of Project Allowable Expenditures

Read the statements and select the applicable answer based on project types and expenses incurred.

Complete the Summary of Allowable Expenditures Form

Click "Save".

Click "Mark as Complete".

Step 21: Complete the Reimbursement Form

Select the "Reimbursement Form".

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

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	$25.00	$25.00	$0.00	$50.00	($25.00)
Fiber/Copper	$100.00	$100.00	$0.00	$200.00	($100.00)
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
Aerial Deployment/Make Ready	$0.00	$0.00	$0.00	$0.00	$0.00
Outside Plant	$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	$50.00	$0.00	$0.00	$0.00	$50.00
Adoption Project					
USD 489	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
USD 657	$3,000.00	$0.00	$0.00	$0.00	$3,000.00

Enter in the expenses that are part of this reimbursement request. If you received an advance payment, **do not include** those expenses in this column. Adoption Project expenses are at the bottom of this chart and organized by school district. Enter in the total amount claimed by approved school district. Click "Save" once complete.

**If you cannot enter in amounts into this form, go to the top of the webform and click "Edit".

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

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	$25.00	$25.00	$0.00	$50.00	($25.00)
Fiber/Copper	$100.00	$100.00	$0.00	$200.00	($100.00)
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
Aerial Deployment/Make Ready	$0.00	$0.00	$0.00	$0.00	$0.00
Outside Plant	$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	$50.00	$0.00	$0.00	$0.00	$50.00
Adoption Project					
USD 489	$1,000.00	$0.00	$0.00	$0.00	$1,000.00
USD 657	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
Total:	$4,175.00	$125.00	$0.00	$250.00	$3,925.00

Review the Reimbursement Form and click "Mark as Complete".

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

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	✓	09/04/2020
Certification of Project Completion NOFA #003	✓	09/08/2020
Summary of Allowable Expenses NOFA #003	✓	09/08/2020
Reimbursement	✓	09/07/2020

All of the Components must be complete. Click "Submit".

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 or call (515)-281-5503.

Attn: Jessica Turba, Special Projects Administrator

Office of the Chief Information Officer, State of Iowa

200 East Grand Ave.

Des Moines, IA 50309