

FORM CD-450 (REV. 10/18)	U.S. DEPARTMENT OF COMMERCE <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT FEDERAL AWARD ID NUMBER 19-31-DS002
FINANCIAL ASSISTANCE AWARD RECIPIENT NAME Iowa Department Management	PERIOD OF PERFORMANCE 01/01/2025 - 12/31/2029
STREET ADDRESS BUILDING RM G13	FEDERAL SHARE OF COST \$8,442,129.37
CITY, STATE ZIP DES MOINES, IA 50319-0000	RECIPIENT SHARE OF COST \$0.00
AUTHORITY 47 U.S.C. 1723	TOTAL ESTIMATED COST \$8,442,129.37
CFDA NO. AND NAME 11.032 State Digital Equity Planning and Capacity Grant	
PROJECT TITLE: Iowa DE Capacity 2024	
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modifications by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE GENERAL TERMS AND CONDITIONS</p> <p> <input type="checkbox"/> R & D AWARD</p> <p> <input type="checkbox"/> FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE</p> <p><input checked="" type="checkbox"/> SPECIFIC AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> LINE ITEM BUDGET</p> <p><input checked="" type="checkbox"/> 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101</p> <p> <input type="checkbox"/> 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES</p> <p> <input type="checkbox"/> MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.</p> <p> <input type="checkbox"/> OTHER(S):</p>	
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER Melissa Abdullah MELISSA ABDULLAH	DATE Digitally signed by MELISSA ABDULLAH Date: 2024.12.19 16:14:10 -05'00'
PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  Kraig Paulsen, Director	DATE January 8, 2025

Award Number: 19-31-DS002, Amendment Number 0

Federal Program Officer: RasTafari Smith

Requisition Number: DE002

Employer Identification Number: 420933966

UEI Number: RYDDMCDJBYM8

Recipient ID: 1913026

Requestor ID: 1913026

Award ACCS Information

Bureau	FCFY	Project-Task	Organization	Object Class	Obligation Amount
61	2025	4720400-000	06-00-0000-00-00-00-00	41-19-00-00	\$8,442,129.37

Award Contact Information

Contact Type	Contact Name	Email	Phone
Administrative	Jessica Turba	jessica.turba@dom.iowa.gov	515-321-6404

NIST Grants Officer:

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Gaithersburg, MD 20899-1650
(301) 975-8561

NIST Grants Specialist:

Cynthia Romanski
100 Bureau Drive, MS 1650
Gaithersburg, MD 20899-1650
(301) 975-8480

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Amendment: NEW

Recipient: Iowa Department Management

**NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
STATE DIGITAL EQUITY CAPACITY GRANT PROGRAM
FINANCIAL ASSISTANCE
SPECIFIC AWARD CONDITIONS**

1. Introduction

The National Institute of Standards and Technology (NIST), servicing for the National Telecommunications and Information Administration (NTIA), hereby enters into this Grant, number 19-31-DS002 with Iowa Department Management to support the work described in the proposal entitled “Iowa DE Capacity 2024” dated 5/28/2024 and any revisions received during the application review, which is hereby incorporated into this award by reference. Where the terms of this award and the proposal differ, the terms of this award shall prevail.

2. Recipient Contact Information

Administrative:

Jessica Turba
Broadband Grants Administrator
Iowa Department Management
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Des Moines, IA 50319-0000
Telephone: 515-321-6404
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Authorized Representative:

Jeff Berckes
Digital Equity Coordinator
Iowa Department Management
Building Room G13
Des Moines, IA 50319-0000
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3. NTIA Contact Information

Federal Program Officer:

RasTafari I. Smith
National Telecommunications and Information Administration
1401 Constitution Avenue, NW
Washington, DC 20230
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4. NIST Award Contact Information

Grants Officer:

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Mercedes Martinez-Crowe
National Institute of Standards and Technology
100 Bureau Drive, Mail Stop 1650
Gaithersburg, MD 20899-1650
Email: mercedes.martinez-crowe@nist.gov

Grants Specialist:

Cynthia Romanski
National Institute of Standards and Technology
325 Broadway, MS 670
Boulder, CO 80305
Email: Cynthia.Romanski@nist.gov

5. Award Payments

This award is hereby funded through advanced payments using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. Payments will be issued in accordance with 2 CFR § 200.305 and the Department of Commerce Financial Assistance General Terms and Conditions, B.02, dated October 1, 2024.

Payments for allowable costs may be drawn down as needed by the Recipient enrolled in ASAP. Funds may be requested through ASAP by the authorized *Payment Requestor* who is the individual designated by the Recipient to access Federal funds.

This award has the following control or withdrawal limits set in ASAP:

- None
- Agency Review required for all withdrawals (see explanation below)
- Agency Review required for all withdrawal requests over \$_____ (see explanation below)
- Maximum Draw Amount controls (see explanation below)
 - \$_____ each month
 - \$_____ each quarter
 - \$2,178,973.20 Max drawdown amount

Explanation:

Incomplete Specific Projects Form

The grantee has requested \$6,263,156.17 in funding that does not yet include the associated complete details in the Specific Projects Form as required in Section II.C.2 of the NOFO and for subgrantee evaluation. The funding amount is hereby withheld until the terms identified in Specific Award Condition #30 Specific Projects Form Requirements, below, are satisfied.

6. Return Payments for Funds Withdrawn through ASAP

Funds that have been withdrawn through ASAP may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE. The ACH or FEDWIRE transaction may only be completed by the Recipient's financial institution. Full or partial amounts of payments received by a Payment Requestor/Recipient Organization may be

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returned to ASAP. All funds returned to the ASAP system will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Financial Center to monitor returned items and ensure that funds are properly credited to the correct ASAP account. Returned funds that cannot be identified and classified to an ASAP account will be dishonored and returned to the originating depository financial institution (ODFI). The Payment Requestor/Recipient Organization should notify the NIST Grants Office and provide a reason whenever return payments are made.

It is essential that the Payment Requestor/Recipient Organization provide its financial institution with ASAP account information (ALC, Recipient ID and Account ID) to which the return is to be credited. Additional detailed information is accessible at: <https://www.fiscal.treasury.gov/asap/>.

7. Administering Entity

By accepting this award, the State of Iowa agrees that Iowa Department Management will serve as the Administering Entity and as Recipient of this award in accordance with 47 U.S.C. § 1723(b). Incorporated by reference into this award are the written assurances pursuant to 47 U.S.C. § 1723(e), which were provided to NTIA by the Iowa Department Management as part of its application and which assure Iowa Department Management's programmatic and fiscal performance under this award.

Any change to the Administering Entity designated by the State of Iowa in its application and approved under this award requires prior written approval by the Grants Officer.

8. Period of Performance and Funding Limitations

The period of performance and budget incorporated into this award cover a five-year period of performance and provide for a maximum total amount of \$8,442,129.37 in Federal funding. Further, no-cost-extensions are not permitted past the five-year period of performance. This award is being fully obligated via this award action, however per SAC #5, all award funds may not be available for draw down at the time of award.

The maximum amount of funding in support of this award will not exceed the amount specified in the award documents, unless otherwise amended in writing by the NIST Grants Officer. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal funds being made available pursuant to this award.

9. Notice of Funding Opportunity – State Digital Equity Capacity Grant Program The Department of Commerce, National Telecommunications and Information Administration Notice of Funding Opportunity (NOFO) No. NTIA-SDECGP-2024 dated March 29, 2024, is incorporated by reference into this award.

It is accessible at: <https://grants.gov/search-results-detail/353292> under “Related Documents.” If the application period is closed, select “Closed” or “Archived” Opportunity Status to view the NOFO.

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10. Infrastructure Investment and Jobs Act

The recipient must comply with the requirements of the Infrastructure Investment and Jobs Act, Public Law 117-58, 135 Stat. 429 (November 15, 2021), including §60304, codified at 47 U.S.C. § 1723, which establishes the State Digital Equity Capacity Grant Program.

11. Uniform Administrative Requirements, Cost Principles and Audit Requirements

As indicated on the Form CD-450 for this award, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 are incorporated by reference into this award. Updates to these requirements were recently published by the Office of Management and Budget with an effective date of October 1, 2024, and apply to this award. Through 2 C.F.R. § 1327.101, the Department of Commerce adopted the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this program. Refer to <https://www.ecfr.gov/on/2024-10-01/title-2/subtitle-A/chapter-II/part-200> and <https://www.ecfr.gov/on/2024-10-01/title-2/subtitle-B/chapter-XIII/part-1327>. Awards issued pursuant to this program may be subject to specific award conditions as authorized by 2 C.F.R. § 200.208.

12. Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements

The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements as published in the *Federal Register* on December 30, 2014 (79 FR 78390) is incorporated by reference into this award. It is accessible at: <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

13. Department of Commerce Financial Assistance General Terms and Conditions

As indicated on the Form CD-450 for this award, the Department of Commerce Financial Assistance General Terms and Conditions (GT&C) issued October 1, 2024 are incorporated by reference into this award. The Department's GT&C, as well as a link to 2 CFR Part 200, are accessible at: <https://www.commerce.gov/oam/policy/financial-assistance-policy>.

14. Allowable Uses of State Digital Equity Capacity Grant Funds

Grant funds must be used only for allowable uses of funds, which can be found in the Section II.C.3.a. of the NOFO. The grantee must be aware that there may be information regarding allowability in other sections of the NOFO and the grantee shall follow all NOFO requirements.

15. Prohibited Uses of State Digital Equity Capacity Grant Funds

Section II.C.3.c. of the NOFO details prohibitions and restrictions on the use of grant funds. The grantee must be aware that there may be information regarding restrictions in other sections of the NOFO, and the grantee shall follow all NOFO requirements.

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16. A. Department of Commerce Financial Assistance General Terms and Conditions, Section A.01 “Reporting Requirements”

The Recipient must submit a Federal Financial Report (SF-425) and Performance (Technical) Report on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof.

Reports are due no later than 30 calendar days following the end of each reporting period. Should the due date fall on a weekend or a federal holiday, the report can be submitted the next business day.

All SF-425 and Performance (Technical) Reports must be submitted in the NTIA Grants Portal, or by the means specified by NTIA. A final SF-425 must be submitted within 120 days after the expiration of the period of performance.

Reports must not be sent directly to NIST or NTIA personnel (*e.g.* Grants Specialist, Grants Officer, Administrative Assistant, FAAMO Chief, Federal Program Officer, etc.). Any Reports sent directly to grant personnel will be returned to the sender with instructions on how to properly submit the report.

16. B. Programmatic Reporting Requirements

Annual Report Requirements – For each year during the period of performance, any entity to which a grant, including a subgrant, is awarded under this program shall be required to publicly report, in a format to be specified by the Assistant Secretary, on:

1. The use of State Digital Equity Capacity grant by the entity;
2. The progress of the entity toward fulfilling the objectives for which the grant was awarded; and
3. The implementation of the State Digital Equity Plan of the State.

Each year of the period of performance, an Annual Report must be submitted in the NTIA Grants Portal for the 12-month reporting period ending March 31. Reports are due no later than 30 calendar days following the end of the reporting period. Should the due date fall on a weekend or a federal holiday, the report can be submitted the next business day.

The final Annual Report must include an assessment of the effectiveness of the programs along with the results, protocols, and instruments used to collect the data as specified in Section II.A.3. of the NOFO. The final Annual Report must be submitted no later than 120 days after the end of the period of performance.

The Annual Report must be submitted in the [NTIA Grants Portal](#) within the prescribed timeframes identified in the terms and conditions of the award. Reports will be subject to curing and posted publicly. Reporting forms for the Annual Report will be available in the [NTIA Grants Portal](#).

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The Assistant Secretary may establish additional reporting and information requirements for any recipient of a grant as necessary to fulfil the requirements of the Infrastructure Act.

**17. Department of Commerce Financial Assistance General Terms and Conditions
Section B.06 Indirect or Facilities and Administrative Costs**

NIST will reimburse the Recipient for indirect or “F&A” costs in accordance with 2 C.F.R. § 200.414 and Section B.06. of the Department of Commerce Financial Assistance General Terms and Conditions, dated October 1, 2024. In all cases, total indirect and direct administrative costs charged to the award must be less than or equal to 3% of the amount of the grant, per 47 U.S.C. 1723(d)(3)(D)(v)(II).

Any governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit an indirect cost rate proposal to its cognizant agency for indirect costs and may not use the de minimis indirect cost rate.

If an indirect cost rate has not been established, and NIST is identified as the cognizant agency for indirect costs in accordance with 2 C.F.R. § 200.1, “Cognizant agency for indirect costs,” within 90 calendar days of the award start date, the Recipient must electronically submit to gmdaudit@nist.gov the documentation (indirect cost rate proposal, cost allocation plan, etc.) necessary to allow NIST to perform an indirect cost rate proposal review. Organizations that have previously established indirect cost rates with NIST must submit a new indirect cost rate proposal for indirect costs within six months after the end of the organization’s fiscal year.

If your submission includes Personally Identifiable Information (PII) or Business Identifiable Information (BII), please send an email to gmdaudit@nist.gov to request a secure link.

The requirements for determining the relevant cognizant agency and for developing and submitting indirect (F&A) cost rate proposals and cost allocation plans are contained in 2 C.F.R. § 200.414 and in Appendices III-VII to 2 C.F.R. Part 200. For additional guidance on preparing indirect cost proposals, please review the Department of Labor’s Guide for Indirect Cost Determination at: <https://www.dol.gov/oasam/boc/dcd/np-comm-guide.htm>. Section I.B and I.C lists the various types of indirect cost rates and the circumstances under which such rates would apply. The guide also addresses common indirect cost problems and contains useful FAQs.

18. Unfunded Grant Actions Mailbox (UGAM)

Requests for unfunded award actions, which include, but are not limited to, change in key personnel, change in scope of work, budget revisions, payment requests, award transfer, and novation, must be submitted to: UGAM@nist.gov, within the prescribed timeframes identified in the terms and conditions of the award.

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Unfunded award action requests and related correspondence, including justification to support the request, sent to the mailbox *must* contain the following information in the email subject line: (1) Recipient name; (2) NIST award number; (3) Principal Investigator/Project Director; and (4) Action being requested (e.g., change in key personnel, etc.).

Unfunded award action requests must not be sent directly to NIST personnel (e.g. Grants Specialist, Grants Officer, Administrative Assistant, FAAMO Chief, Federal Program Officer, etc.).

Any requests sent directly to NIST personnel will be returned to the sender with instructions on how to submit through the UGAM@nist.gov mailbox.

No other correspondence may be sent through this mailbox; timely responses to any other inquiries received in this mailbox are not guaranteed. The mailbox will not be used for any other purpose *except* for purposes identified above.

Requests that are processed will be authorized via a Form CD-451 Amendment to the Financial Assistance Award or a Non-Funded Administrative Change Letter.

19. Domestic Preference for Procurements (Buy American)

Pursuant to 2 CFR § 200.322, as appropriate and to the extent consistent with law, the Recipient should, to the greatest extent practicable under the State Digital Equity Capacity Grant Program, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products). The requirements of this Section must be included in all subawards, including all contracts and purchase orders for work or products pursuant to this program.

20. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

Pursuant to 2 CFR § 200.321, the Recipient and its subrecipients must take all necessary affirmative steps (as described in 2 CFR § 200.321) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

21. Cybersecurity Best Practices

Recipients and subrecipients must ensure that the planning, design, and project oversight phases of the programs and activities funded through the Digital Equity Capacity Grant Program are consistent with current industry best practices for cybersecurity, such as the NIST Cybersecurity Framework and Cybersecurity and Infrastructure Security Agency (CISA) Cybersecurity Performance Goals (CPGs). These performance goals provide a baseline set of cybersecurity practices that are broadly applicable, with known risk-reduction value. NTIA reserves the right to review a recipient's cybersecurity framework and recipients must review the cybersecurity framework of its subrecipients.

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22. Protection of Whistleblowers

Section F.05 of the DOC Financial Assistance General Terms and Conditions states that each award is subject to the whistleblower protections afforded by 41 U.S.C. § 4712 (Enhancement of contractor protection from reprisal for disclosure of certain information).

Generally, this law provides that an employee or contractor (including subcontractors and personal services contractors) of a non-Federal entity may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal award, subaward, or a contract under a Federal award or subaward, a gross waste of Federal funds, an abuse of authority relating to a Federal award or subaward or contract under a Federal award or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal award, subaward, or contract under a Federal award or subaward.

Non-Federal entities and contractors under Federal awards and subawards must inform their employees in writing of the rights and remedies provided under 41 U.S.C. § 4712, in the predominant native language of the workforce.

A person that believes they have been the subject of retaliation for protected whistleblowing can contact the Department of Commerce, Office of Inspector General Hotline, as indicated at <https://www.oig.doc.gov/Pages/Hotline.aspx>, or the U.S. Office of Special Counsel, toll free at 1-800-872-9855.

23. Build America, Buy America Act

Pursuant to the Infrastructure Investment and Jobs Act (“IIJA”), Pub.L. No. 117-58, which includes the Build America, Buy America (BABA) Act, Pub. L. No. 117-58, §§ 70901-53 and OMB M-24-02, 2 C.F.R. Part 184, and 2 C.F.R. § 200.322, recipients of an award of Federal financial assistance from the Department of Commerce (DOC) are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- 1) all iron and steel used in the project are produced in the United States - this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- 2) all manufactured products used in the project are produced in the United States - this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

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- 3) all construction materials are manufactured in the United States - this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

24. Monitoring and Compliance

Awarded projects are subject to project monitoring, the purpose of which is to ensure recipients fulfill the terms and conditions of their awards. The Grantee must comply with all monitoring and information requests from NTIA within the timeframe specified by NTIA. If the Grantee fails to comply with monitoring and information requests, NTIA may determine that the Grantee is non-compliant with award terms and conditions.

25. Signage and Public Acknowledgements

The Recipient is encouraged to post project signage and to include public acknowledgments in published and other collateral materials (e.g., press releases, marketing materials, webpages, plaques) satisfactory in form and substance to NTIA, that identifies the nature of the project and indicates that “the project is funded by the Bipartisan Infrastructure Law.” If the Recipient employs project signage, they are required to use the official Investing in America emblem in accordance with the Official Investing in America Emblem Style Guide: <https://www.whitehouse.gov/wp-content/uploads/2023/02/Investing-in-America-Brand-Guide.pdf>. The Recipient must work with their FPO and sign a licensing agreement to use the official logo. Costs associated with signage and public acknowledgments must be reasonable and limited. Signs or public acknowledgments should not be produced, displayed or published if doing so results in unreasonable cost, expense, or recipient burden. The Recipient is encouraged to use recycled or recovered materials when procuring signs. Any construction site signage should be displayed throughout the construction phase of the project in an easily visible location directly linked to the work taking place. The Recipient is responsible to maintain the signage in good condition throughout the construction period.

26. Restriction on Human Subjects Research Work and Costs Incurred

The Recipient must comply with Department of Commerce (DOC) regulations relating to the protection of human subjects for all research conducted or supported pursuant to an NTIA grant award. The DOC regulations related to the protection of human subjects are found in 15 C.F.R. Part 27. The Recipient is responsible for ensuring that any of its

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subrecipients are also in compliance with the regulations related to protecting human subjects in 15 C.F.R. Part 27 and in these award conditions.

The [Human Subjects Research Guidance \(posted August 29, 2022\) \(HSR\)](#) for Digital Equity (DE) is incorporated by reference into this specific award condition and identifies three HSR classification categories: Category 1 – Not Conducting Human Subjects Research Category 2 – Exemption Request, and Category 3 – Human Subject Research Non-Exempt.

To satisfy the DE HSR requirements, the Recipient must submit, no later than 45 calendar days after finalizing all projects (both those implemented directly and those implemented by subgrantees) with an approved Specific Projects Form, via email to UGAM@nist.gov with a copy to their DE FPO, a letter or memorandum addressed to the Grants Officer that provides the following information:

- a. Which HSR classification category is applicable; and
- b. Examples of planned DE project activities that justify inclusion in that category

If a project requires a human subjects research exemption request (Category 2) or requires IRB review as non-exempt human subjects research (Category 3), research activities involving human subjects are not authorized to start under this award until the appropriate documentation, as set forth by the DOC General Terms & Conditions (dated October 1, 2024) Section G.05.i.3, is approved in writing by the Grants Officer.

If a recipient conducts human subjects research before receiving NTIA approval of an exemption or before receiving IRB approval for non-exempt research, recipients will be considered in material non-compliance with award terms and conditions, and any costs incurred to conduct the research may be disallowed and subject to recovery by NTIA (*see* 2 C.F.R. 200.346).

Notwithstanding the above prohibition on starting human subjects research, work may be initiated, or costs incurred and/or charged to the project for protocol or instrument development related to human subjects research.

Sample HSR memos are available in the Human Subjects Research Guidance (posted November 15, 2021), *Guidance for Human Subjects Research Protection*. (<https://broadbandusa.ntia.doc.gov/sites/default/files/2021-11/CMC%20Pilot%20Program%20HSR%20Guidance%20%2811-22-2021%29.pdf>)

27. **Outstanding Baseline Data in DE Plans**

The Recipient is required to prioritize the use of its Capacity grant funding to complete any gaps in its Digital Equity Plan (e.g., identify and/or obtain baseline data), as applicable. The Recipient must submit an updated Digital Equity Plan that fills those gaps with its second Annual Report. See SAC #16.b. for details about the Annual Report. No specific projects will be funded if they are associated with baseline data that is still outstanding.

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28. Environmental and Historic Preservation (EHP) Compliance Requirements

The Recipient must comply with all applicable requirements, environmental and historic preservation laws, Executive Orders, regulations, standards, and guidance, and identify to NTIA any impact a proposed State Digital Equity Capacity Grant Program project may have on the environment or historic resources.

Project implementation (installation activities, modification to buildings, site preparation, or similar activities) may not begin for all Recipients prior to the completion of an assessment of potential environmental impacts, per the National Environmental Policy Act of 1969 (42 U.S.C. 4321, et. seq.) (NEPA). The completion of NEPA compliance activities will be documented by NTIA in one of the following decision documents: a Categorical Exclusion (CE) Memo, a Record of Environmental Consideration (REC), a Finding of No Significant Impact (FONSI), or a Record of Decision (ROD) (hereinafter “decision documents”). Decision documents cannot be issued until all required consultations under Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470, et. seq.) (NHPA) and Section 7 of the Endangered Species Act (16 U.S.C. § 1531, et. seq.), and any other relevant laws are complete. The Recipient must also demonstrate compliance with all other applicable federal, state, and local environmental laws and regulations.

If the Recipient has an affiliation with (or is a part of) a State Broadband Office which NTIA has appointed Joint Lead Agency for BEAD NEPA reviews, the Recipient may request appointment as Joint Lead Agency with respect to NEPA reviews for this grant program. Upon receiving such request, NTIA will provide guidance and technical assistance to the Recipient regarding the role of a Joint Lead Agency.

Historic Preservation. Under Section 106 of the NHPA, federal agencies, and by extension recipients of federal grant funds, must evaluate the potential effects of any proposed projects (“undertakings”) on properties listed on, or eligible for listing on, the National Register of Historic Places. Grant recipients are encouraged to initiate Section 106 consultation with relevant State Historic Preservation Offices (SHPOs), Tribal Historic Preservation Offices (THPOs), or Native Hawaiian Organizations (NHOs) as directed by NTIA. NTIA will provide guidance and technical assistance as needed, or in the event of an adverse effect determination.

Limits on Expenditure of Grant Funds. As per law and regulation, the Recipient may not expend grant funds during the pendency of the EHP reviews except as specifically authorized by the Grants Officer and which may not include the installation of fixed equipment on buildings, modification of buildings, or other activities that may cause ground disturbance or cause impact to the environment or historic properties. See 40 CFR §1506.1(a) and (b).

Deadline. Completion of a draft environmental analysis and initiation of any required consultations under Section 106 of the NHPA, Section 7 of the ESA, and other laws, as applicable, must be completed no later than six months after the award date unless a

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formal request for extension is submitted and approved by the Grants Officer. The Recipient must comply with all conditions placed on the project as the result of the consultation processes.

Project Information Required. The Recipient is required to provide the following information that will enable NTIA to make a preliminary determination regarding the potential impact of the proposed project on environmental and historic resources:

1. A thorough description of all proposed project activities, particularly broadband installation, broadband upgrades, and/or capital improvement activities that will be conducted. These activities may include, but are not limited to, installation of access points and other network components, other fixed equipment, new or replacement cable, and more. Please provide a list of all locations/buildings where infrastructure upgrades/capital improvements are proposed, and a detailed description of how installation or renovation activities would take place, a description of the type of equipment that would be installed, how it would be installed, and a description of exactly where it would be located.
2. If any ground disturbing activities are proposed, include a description of the physical project location(s) and surroundings, and the total extent and method(s) of ground disturbance proposed.
3. Maps of the project area and ground-level and aerial photographs with installation/renovation locations clearly marked on the buildings impacted. Free online resources, such as Google maps or similar images, are acceptable.
4. For the list of buildings, referenced in Item #1, state the year those buildings were first constructed as well as the dates of any subsequent major renovations. For buildings that are 50 years old or older, provide photos of installation sites, as well as exterior and interior photos of the building.

***Project Information Deadline.* The Recipient must submit all initial required project information listed above in Items #1 – #4 to NTIA by emailing their assigned FPO no later than 60 calendar days after specific projects are approved by NTIA and NIST, unless an extension has been requested in writing by the Recipient and approved by the Grants Officer.**

Additional Information May be Required. Follow-on information may be required for NTIA to determine the level of impacts of the project on environmental and historic resources. If consultation is required, grantees are encouraged to initiate consultation as referenced above and must provide NTIA with relevant documentation of the consultation process. Once appropriate and applicable consultations have been completed, and environmental review documentation has been completed, NTIA will review all documentation and determine whether the review sufficiently addresses all resource areas and whether the project may qualify for an approval decision. Projects found to have significant impacts to environmental or historic resources may face de-obligation of funding if impacts cannot be mitigated.

Next Steps. Once the above information is provided, NTIA will review and provide guidance on the next steps that the recipient should take regarding remaining required

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consultations and/or environmental and historic preservation documentation required to make environmental determinations. Next steps may include, but are not limited to, the submittal and completion of the following:

1. The completion of any required consultations as described above where applicable and directed by NTIA, to include consultations with the SHPO and the appropriate federally recognized Native American tribes or Native Hawaiian Organizations (if applicable), under Section 106 of the NHPA, and/or consultations with the USFWS under Section 7 of the ESA;
2. The completion of environmental review and issuance by NTIA of a decision document, as described above, that meets the requirements of NEPA; and
3. Demonstration of compliance with all other applicable federal, state, and local environmental laws and regulations.

General EHP Requirements. The Recipient is required to provide any information requested by NTIA in a timely and effective manner to ensure both initial and ongoing compliance with environmental and historic preservation laws, regulations, and best practices. All such information must be sent to the FPO.

The Recipient shall notify NTIA within 24 hours upon receipt of any notices of foreclosure; notices for continuing consultation received from the SHPO, THPO, the US Fish and Wildlife Service (USFWS), or other consulting party; or notices of noncompliance received from consulting authorities or regulatory agencies. These notices shall be sent to the FPO. Projects which, after consultation with appropriate agencies, are determined to be ineligible for a Categorical Exclusion (CE) will require the development of an Environmental Assessment (EA), which must be completed 12 months from the date of that determination. The Recipient may wish to coordinate with NTIA to rescope or descope the proposed project to avoid or minimize impacts to environmental and historic resources.

Any change to the approved project scope, resulting from consultations or for other reasons, that have the potential for altering the nature or extent of environmental or cultural resources impacts must immediately be brought to the attention of NTIA and will be re-evaluated for compliance with applicable regulatory requirements.

For all ground disturbing activities that occur during project implementation in the vicinity of known archaeological sites or suspected or known burials, the Recipient must ensure that an archaeologist who meets the Secretary of the Interior's Professional Qualification Standards monitors ground disturbance, and if any potential archeological resources or buried human remains are discovered, then the Recipient must immediately cease construction in that area and notify NTIA and the interested SHPO, THPO, and tribes. Such construction activities may then only continue with the written approval of NTIA.

29. Supplies

Equipment costs and/or supplies have been identified and budgeted in the grant application. The Recipient must report such costs to NIST. The SF-428, SF-428-B (final

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report), and as needed, the SF-428-S (inventory list) must be submitted no later than 120 days after the project end date. The SF-428-C (the disposition report) must be submitted when the property is no longer required for the purpose of the project and in accordance with 2 CFR Part 200.311-314.

These forms can be accessed at <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>

30. Specific Projects Form Requirements

The grantee currently lacks sufficient details for projects to be implemented with \$6,263,156.17 of its award. The grantee must submit the following documentation for the remaining funding to be released for project implementation:

- a. Project-specific data in the format requested by NTIA (e.g., updated Specific Projects Form); and
- b. Other documentation as requested by NTIA

Requests for the release of funds must be submitted to UGAM@nist.gov and must copy the FPO and digitalequity@ntia.gov. Requests and related correspondence sent to the mailbox must contain the following information in the email subject line: (1) Grantee name; (2) NIST award number; (3) AOR name; and (4) Action being requested (i.e., Release of Funds for Specific Projects).

Any requests sent directly to NIST personnel will be returned to sender with instructions on how to submit through the ugam@nist.gov mailbox.

No other correspondence may be sent through this mailbox; timely responses to any other inquiries received in this mailbox are not guaranteed. The mailbox will not be used for any other purposes unless identified otherwise.

Requests that are processed will be authorized via an administrative letter or Form CD-451 Amendment to the Financial Assistance Award. Recipient must not begin work or incur costs prior to the above review and approval. Costs lacking sufficient project detail have been placed under a Max Draw control in ASAP and will only be made available upon the above review and approval.

End of Specific Award Conditions



State Digital Equity Capacity Grant Program Consolidated Budget Form

This form will serve as a tool to capture budget information required for the State Digital Equity Capacity Grant Program application.

Per Section II.C.2. of the NOFO, any State or Territory applying for Capacity Grant funds must submit the Consolidated Budget Form as part of their application. Applications from States must be received no later 11:59 p.m. ET on May 28, 2024, 60 days after the issuance the NOFO. Applications from U.S. Territories must be received no later 11:59 p.m. ET on July 31, 2024.

If you have any further questions, or require technical assistance, please reach out to your assigned Federal Program Officer.

SUMMARY OF BUDGET CATEGORY COSTS PROPOSED								
The values in this summary table are from entries made in subsequent tabs; only blank white cells require data entry								
Category	Cost	Includes expenses relating to the administration of the grant? (Y/N)	Expenses (\$) relating to the administration of the grant (DIRECT COSTS)	Expenses (\$) relating to the administration of the grant (INDIRECT COSTS)	Includes expenses relating to subgrant evaluation? (Y/N)	Expenses (\$) relating to subgrant evaluation (DIRECT COSTS)	Expenses (\$) relating to subgrant evaluation (INDIRECT COSTS)	Comments (as needed)
a. Total Personnel	\$917,422.88							
Salary	\$663,903.05	Yes	\$67,719.41	\$0.00	No	\$49,788.00	\$0.00	
Fringe	\$253,519.83	Yes	\$28,927.15	\$0.00	No	\$18,756.00	\$0.00	
b. Travel	\$49,625.00	Yes	\$49,625.00	\$0.00	No	\$0.00	\$0.00	
c. Equipment	\$0.00	No	\$0.00	\$0.00	No	\$0.00	\$0.00	
d. Supplies	\$5,000.00	Yes	\$5,000.00	\$0.00	No	\$0.00	\$0.00	
e. Contractual/Subawards	\$6,795,435.17	No	\$0.00	\$0.00	No	\$0.00	\$0.00	
f. Construction	\$0.00	No	\$0.00	\$0.00	No	\$0.00	\$0.00	
g. Other Direct Costs	\$674,646.32	Yes	\$101,647.92	\$0.00	No	\$48,177.00	\$0.00	
<i>Total Direct Costs</i>	\$8,442,129.37		\$252,919.48			\$116,721.00		
h. Total Indirect Charges	\$0.00			\$0.00			\$0.00	
Federal Funds	\$0.00							
Non-Federal Funds	\$0.00							
<i>Total Federal Costs</i>	\$8,442,129.37		\$252,919.48	\$0.00		\$116,721.00	\$0.00	
TOTAL PROJECT COSTS	\$8,442,129.37		\$252,919.48			\$116,721.00		
		Percent of expenses relating to the administration of the grant (%)	3.00%		Percent of expenses relating to subgrant evaluation (%)	1.38%		

Additional Explanation (as needed): The Iowa Department of Management is requesting the full \$8,442,129.37 in this request. The grant stipulates a maximum amount of 20% or \$1,688,425.87 can be used for DEP (Digital Equity Plan) Updates. DOM intends to work with the University of Northern Iowa to conduct data collection and analysis, as indicated in the Contractual-Subawards tab as IA-Capacity Grant Project-09 on row 33 in the amount of \$649,000.00. Additionally, DOM will use 2080 hours of staff time of the Digital Equity Coordinator for this effort, as indicated on the Personnel tab on row 10. This personnel cost has an allocation of \$269,755.20 for the 2080 hours, which includes salary, benefits, and direct charges from DAS as described on the Other tab. This totals \$918,755.20 for DEP updates, which is 10.9% of the total grant, under the 20%. Additionally, DOM could use up to 10% of the grant for Affordable Broadband programming but has not chosen to pursue programs of that nature in this grant request. Therefore, the total request for Affordable Broadband programming is \$0, 0% of the grant.