2025

Iowa Department of Management

Grants Management Policies and Procedures Guide

EMPOWER RURAL IOWA

Capital Projects Fund

NOFA #008

Table of Contents

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Overview

Introduction

Consistent with Section 1.10 of the Notice of Funding Availability #008, the Department of Management ("DOM" or "Agency") issues this Grants Management Policies and Procedures Guide. This guide describes the financial, oversight, and administrative requirements, policies, and procedures the Agency will require Grantee's to follow in the administration of the Empower Rural Iowa Broadband Grant Program. The primary purpose of this guide aims to assist grant recipients in navigating Project verification, reporting, claims, and other administrative processes in a manner that will facilitate DOM's compliance of public funds and to develop, implement, and maintain meaningful grant oversight and coordination for 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.

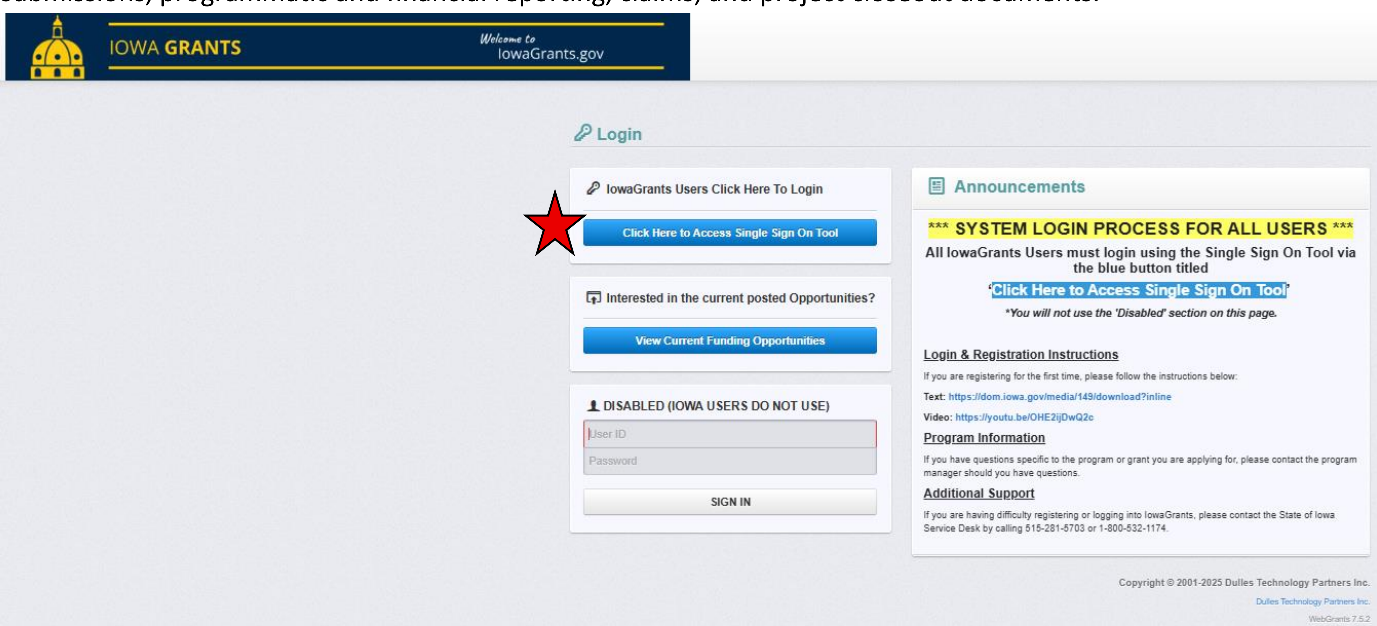


Figure 1 IowaGrants.gov landing page. Click on "Click Here to Access Single Sign On Tool"

Tips for Working with the IowaGrants.gov System:

- Fields marked with a red asterisk indicate required information.
- If you have trouble logging into iowagrants.gov, email DOM staff at: grantsupport@dom.iowa.gov

Filing a Claim

Follow this step-by-step guide to help file a claim in the IowaGrants.gov system.

Main Menu

After logging into the system with your username and password, click on the “Grants” icon on the list of options.

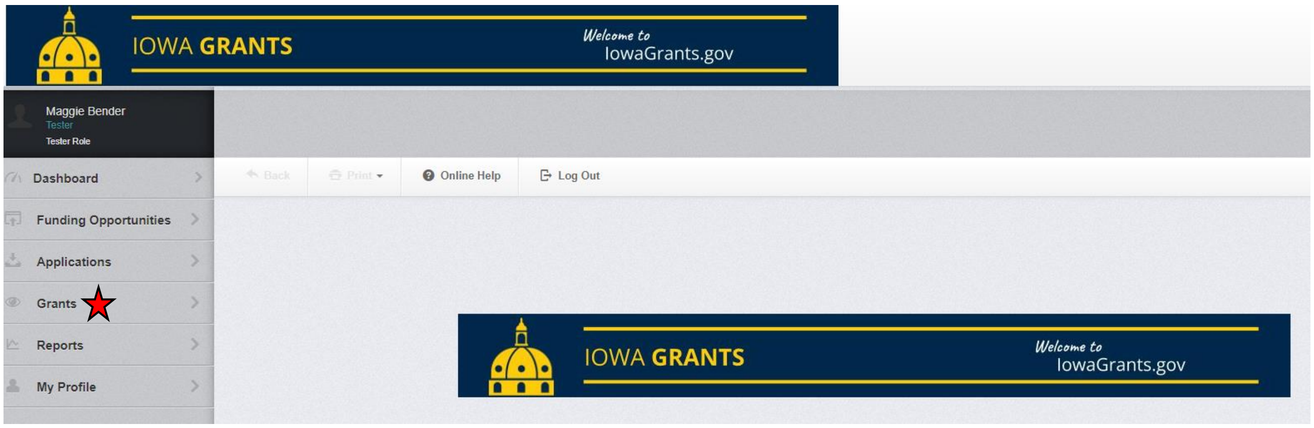


Figure 2 Main Menu page in IowaGrants.gov. Click on the "Grants" icon to access list of projects

This will launch a Grant Tracking page that will list all projects assigned to the username.

List of Projects

From the list of projects assigned to the username, select the relevant project by clicking on the text under the “Title” column on the screen. As shown in the screenshot below, only one project can be selected. However, if you have more than one project associated with the username, double-check the title and ID number to ensure correct project selection.

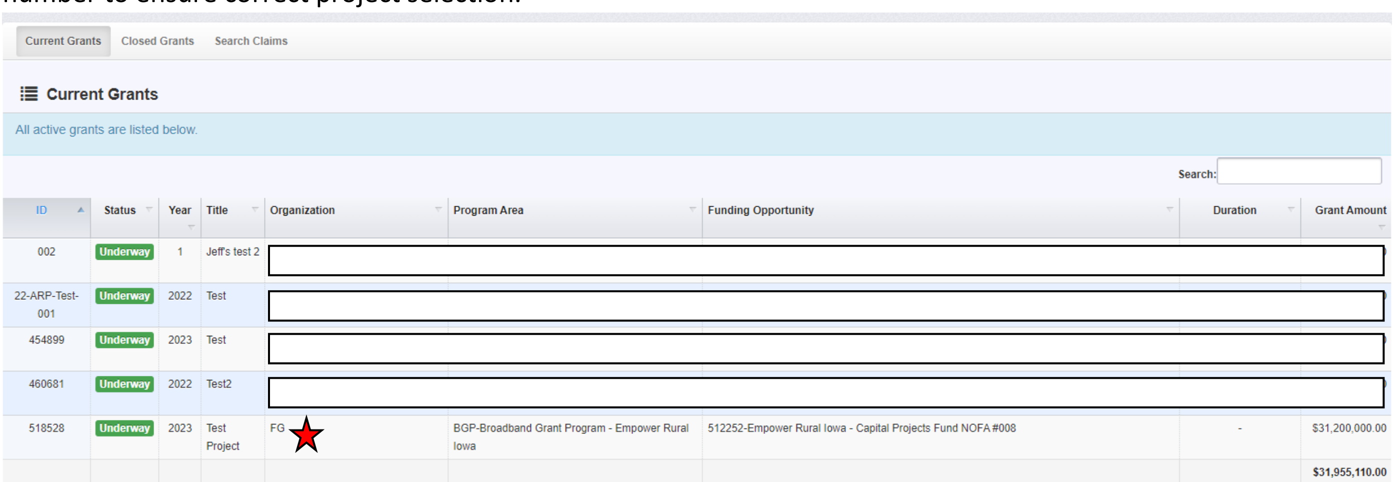


Figure 3 Grant Tracking page. Click the on the text under the project title column

Creating a Claim

To create a claim within the IowaGrants.gov system, click on the “Claims” link within the appropriate project on the project’s landing page.

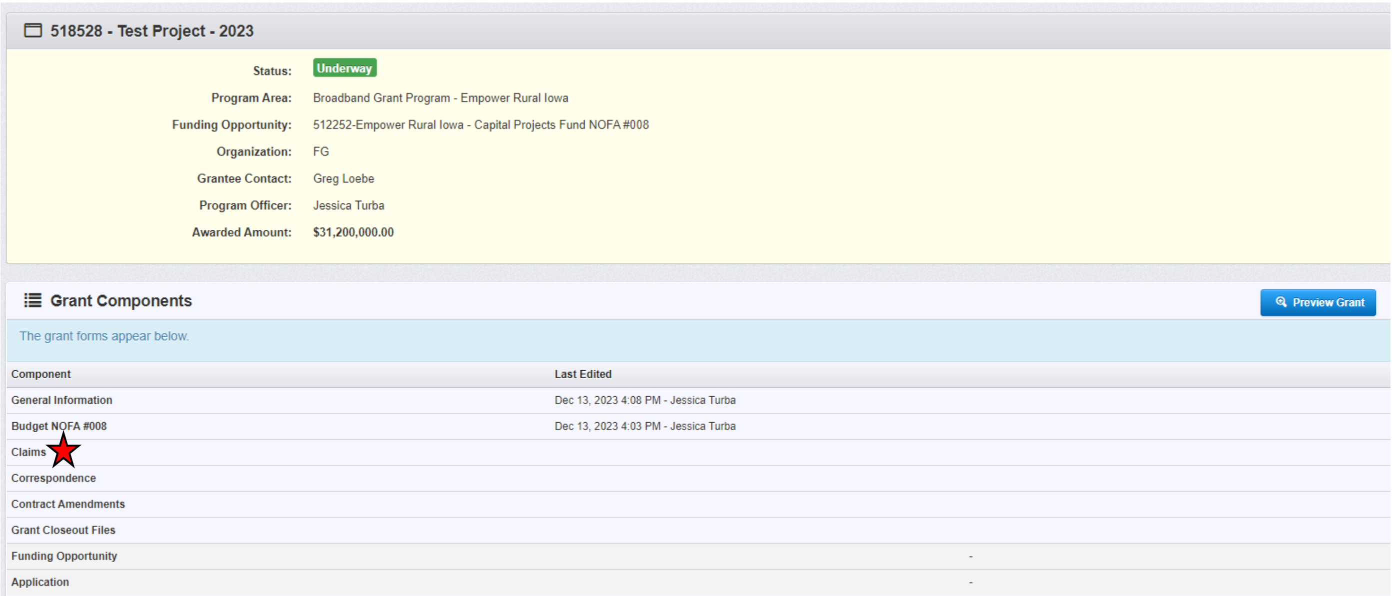


Figure 4 Individual project Grant Tracking page. Click on “Claims” link to start a claim

On the next page, click the “+ Add Claim” button on the top bar of the screen.

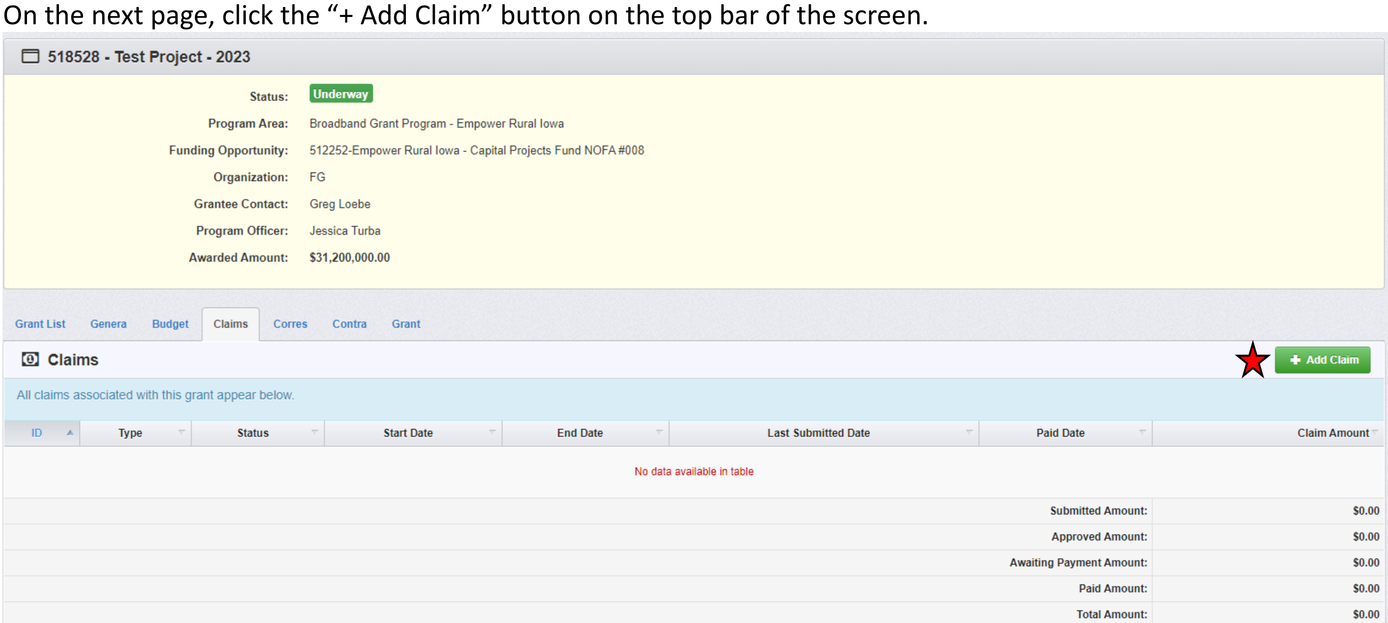


Figure 5 Grant/Project Tracking page. Click on the “+Add Claim” icon to start a claim

The next page requires the input of general claim information before saving the form. Follow these steps as shown in the figure below.

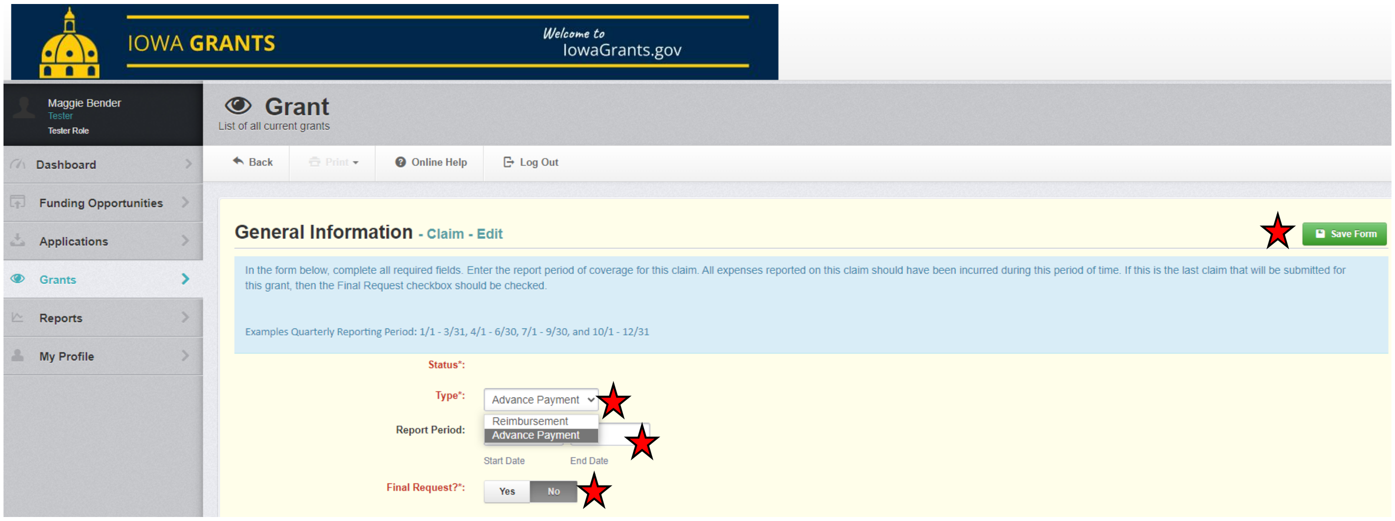


Figure 6 Enter general claim information before clicking “Save Form” in the upper-right corner

1. Choose between the claim type from a drop-down menu. Select either “Advance Payment” or “Reimbursement” depending on the type of claim.
2. Input the Report Period by entering the “From Date” and the “To Date.”
   a. The “From Date” should reflect the beginning date of project work. This date must be consistent with Section 1.2.3.6 of the Notice of Funding Availability #008 document (incurred prior to September 30, 2026).
   b. The “To Date” should reflect the date of all work completed and allowable expenditures incurred. When completing an Advance Payment request, the “To Date” should represent the timeframe the Advance funds will be spent. This date must be consistent with Federal Requirements and Section 3.1 of the Grant Agreement (incurred, paid, and invoiced by September 30, 2026).
3. If this is your reimbursement and thus final claim request, mark “Yes.” If this is your advance payment and thus first claim request, mark “No.”
4. Click the “Save Form” button in the upper-right corner when complete.

Prepayment information immediately follows this page. Reimbursement information starts on Page 13.

Considerations for Prepayment in NOFA 8

Section 1.5.2.2 of the NOFA states, "up to 50% of the Awarded funds may be disbursed to the Grantee upon request and subject to written approval and at the sole discretion of the Office. Any advance payments are contingent on a) the Grantee successfully passing a risk assessment, b) the expense being included in the Budget Plan c) the expense being timed to be in accordance with the actual, immediate cash requirements for implementing the Project, and d) the Grantee initiating the construction phase." Accordingly, all grantees with an executed Grant Agreement have passed the risk assessment.

If you selected "Advance Payment" from the previous screen, a link requesting advance payment will appear in the Components menu. Select the link "Prepayment NOFA 8" to create the advance payment request.

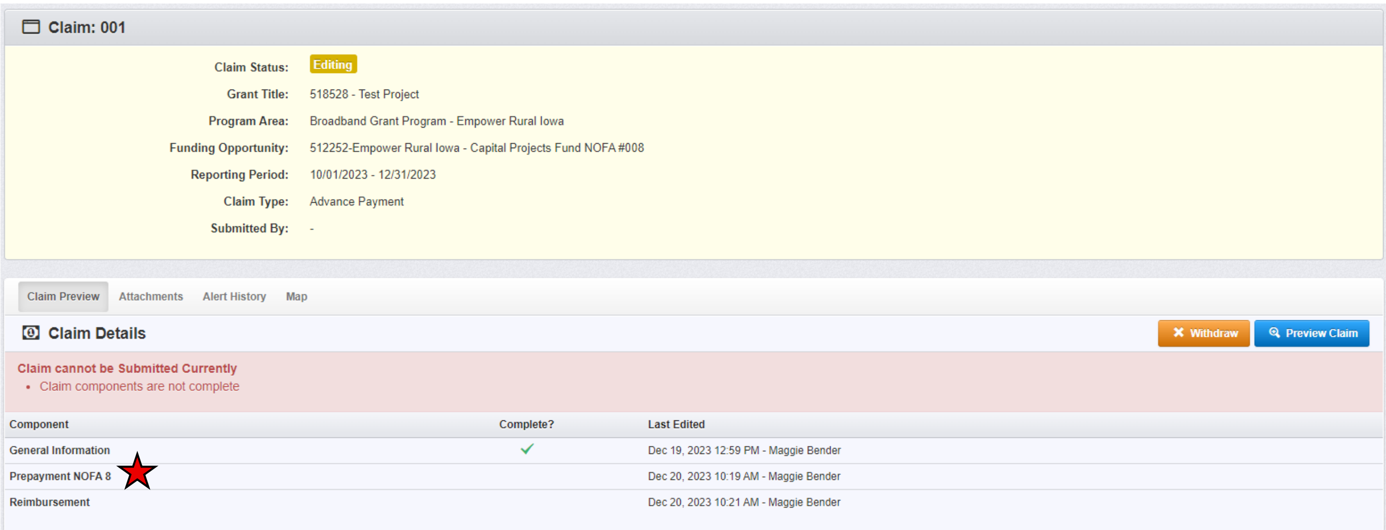


Figure 7 To advance Prepayment, select the "Prepayment NOFA 8" link

The following page requires action on the following four prompts before moving further:

1. Upload a PDF document that includes proof of the awarded organization's active status on SAM.gov. This will include an active date that expires after the submittal date and the unique entity identifier ("UEI"). When uploading a SAM.gov registration, ensure that the entity name utilized with the SAM.gov registration is consistent with the entity name in the Grant Agreement. The full registration downloaded from SAM.gov is preferable to system screenshots.
2. Confirm the organization has policies in place to ensure compliance with the Capital Project Funds through the American Rescue Plan.
3. Confirm participation in the Affordable Connectivity Program and that they are offering customers in their completed project area assistance with enrollment or to any successive program to the Affordable Connectivity Program ("ACP") to the extent that one is available. If not available, confirm intention to participate in the future if the ACP is reactivated or if Congress creates a successor.
4. Input the date in which construction is expected to commence (or actual start date, if previously started).

Figure 8 Information and policies confirmation page

The next field tests compliance of the completion of the reimbursement table, which will reflect amounts requested for each budget category for anticipated costs requiring advanced funding. For example, if you are using the advance payment to purchase 75% of your Fiber/Copper, please enter 75% of the total budget for this category in the request. Please note that the total requested amount cannot exceed 50% of your award. If your award amount cannot be split 50/50 evenly, please allocate the excess $0.01 out of the request. This field will be revisited later.

Next, click “Save Form” on the “Prepayment NOFA 8” tab before completing the “Budget Plan” and “Expense Support” sections, since these sections are dependent upon the responses in the “Reimbursement” tab and will be revisited later. Then, click the “Reimbursement” tab to proceed to the next section.

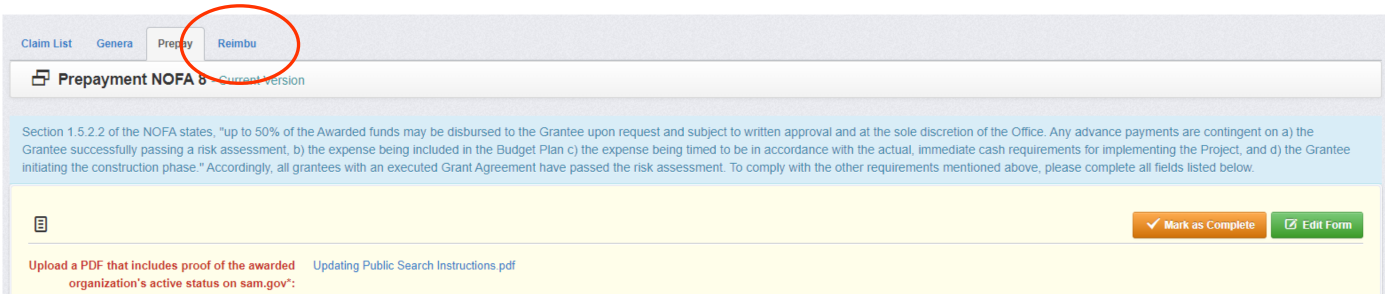


Figure 9 Click on the ‘Reimbursement” tab

The Reimbursement page pulls up a table that includes the grant award broken out into budget categories as agreed to in the Core Application. Click on the “Edit Reimbursement” button on the right-hand side of the top information bar to start editing.

Edit Reimbursement

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)
Project Budget					
Conduit	$600,000.00	$0.00	$0.00	$0.00	$600,000.00
Fiber/Copper	$30,000,000.00	$0.00	$0.00	$0.00	$30,000,000.00
OSP Engineering	$600,000.00	$0.00	$0.00	$0.00	$600,000.00
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
	$31,200,000.00	$0.00	$0.00	$0.00	$31,200,000.00

Edit Reimbursement

Figure 10 Reimbursement page - click "Edit Reimbursement" to fill in information

The "Edit Reimbursement" button unlocks Column 2 on the table titled "Expenses This Period." Enter in the expenses by line items associated with the advance payment. As stipulated in Section 1.5.2.2 of the Notice of Funding Availability #008, the advance payment request may be **up to 50%** of the total awarded amount. When entering values, the system limits the number of characters per field. For larger numbers, eliminate the dollar sign and commas to allow for full entry. The system will automatically reinsert those. When finished, click "Save Reimbursement" in the upper-right corner of the screen.

Only budget categories identified during the grant development process will be available for advance payment. If the scope has changed and grant award dollars need to be reallocated, contact DOM before submitting an advance payment request. Additionally, when allocating funds to each category for the advanced payment, select categories with costs already incurred or planning to be incurred with the advanced payment. This will help promote accurate budget reporting for project closeout.

Reimbursement - Current Version

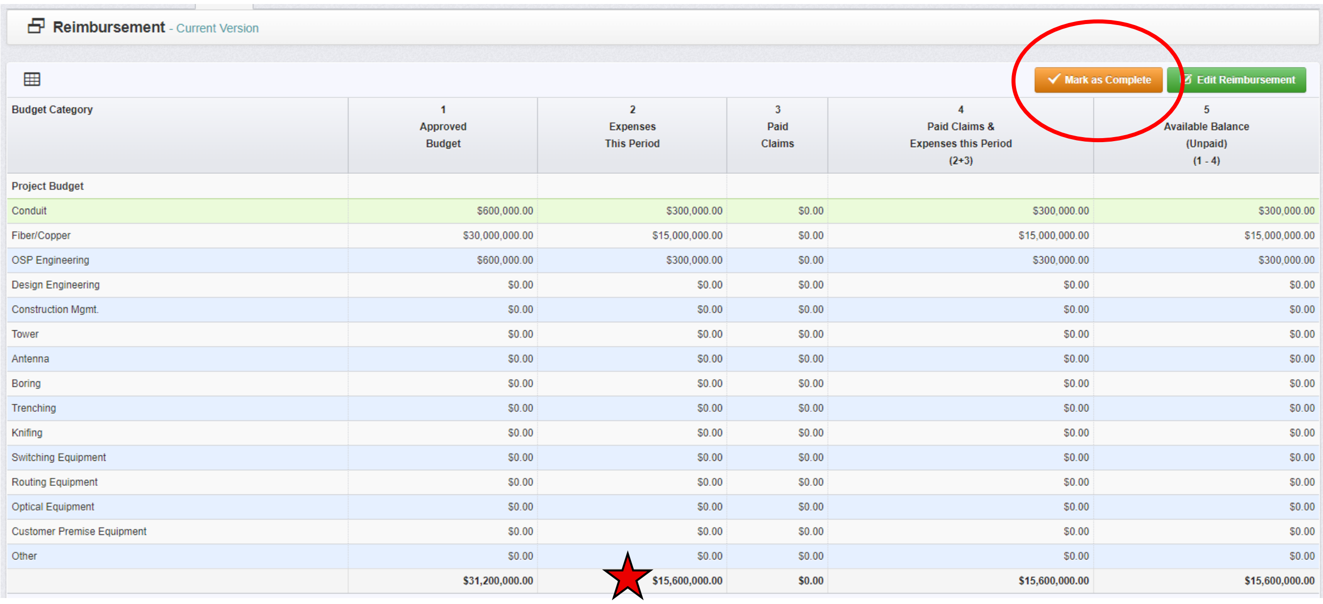
- Edit

Save Reimbursement

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)
Project Budget					
Conduit	$600,000.00	300000.00	$0.00	$300,000.00	$300,000.00
Fiber/Copper	$30,000,000.00	15000000.00	$0.00	$15,000,000.00	$15,000,000.00
OSP Engineering	$600,000.00	300000.00	$0.00	$300,000.00	$300,000.00
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
	$31,200,000.00	$15,600,000.00	$0.00	$15,600,000.00	$15,600,000.00

Figure 11 Enter advance payment information in Column 2

After saving, double-check the number at the bottom of the “Expenses This Period” column to ensure accuracy. Again, the amount in Column 2 **cannot exceed 50%** of the Approved Budget in Column 1. This number will be the advance payment claim submitted to DOM. Once you have verified accuracy of the total advance payment number, click “Mark as Complete” to advance to the next stage.



Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)
Project Budget					
Conduit	$600,000.00	$300,000.00	$0.00	$300,000.00	$300,000.00
Fiber/Copper	$30,000,000.00	$15,000,000.00	$0.00	$15,000,000.00	$15,000,000.00
OSP Engineering	$600,000.00	$300,000.00	$0.00	$300,000.00	$300,000.00
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
	$31,200,000.00	$15,600,000.00	$0.00	$15,600,000.00	$15,600,000.00

Figure 12 Double-check amount before clicking “Mark as Complete”

At the Grant Tracking page, you’ll notice that completing the information for the Reimbursement section earned a check mark under the “Complete?” column. Next, click back on the second link listed under components, called “Prepayment NOFA 8.”

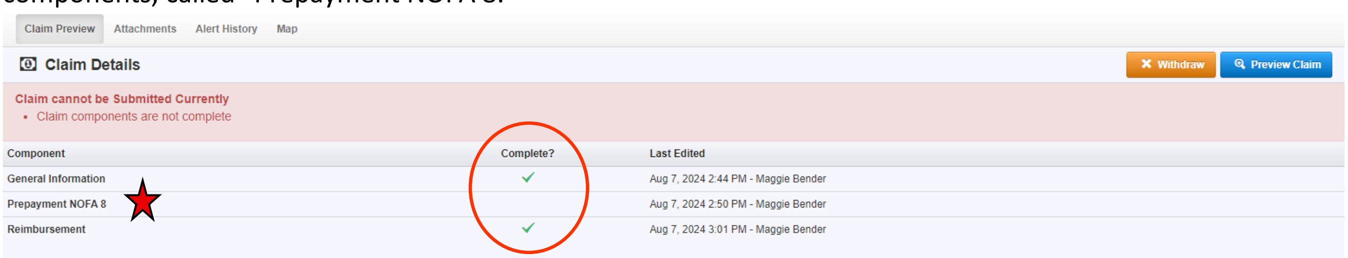


Figure 13 Grant Tracking page - click on Prepayment NOFA 8 after the Reimbursement information is complete

Click “Edit Form” and address the Budget Plan section. After completing the reimbursement table, check the box to indicate you have completed the reimbursement table in accordance with the stipulations listed and click “Save Form”.

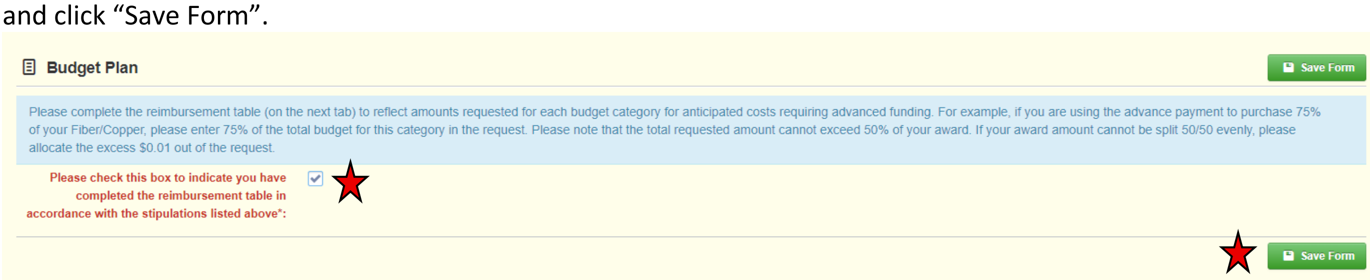


Figure 14 Budget Plan – check the box after the reimbursement table has been completed

Next, complete the “Expense Support” section by clicking “+Add Row.”

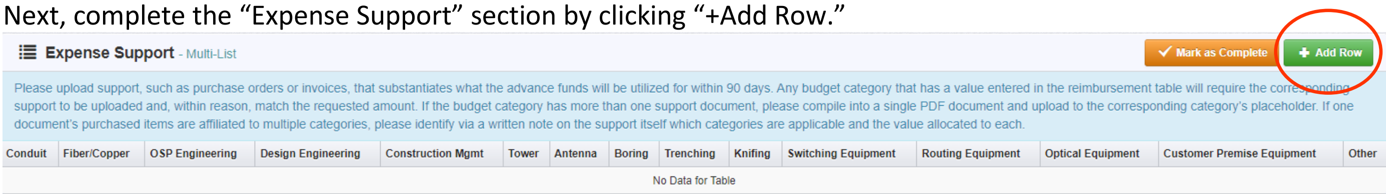


Figure 15 Click “+Add Row” for to upload expense support

Complete the following:

1. Upload support, such as purchase orders or invoices, that substantiates what the advance funds will be utilized for within 90 days. Consider the following when selecting support to upload for prepayment:
    a. Any support uploaded should be expenditures pending payment (unpaid).
    b. Any costs submitted for prepayment must later be represented in the Summary Invoice with your reimbursement claim, and all affiliated support should be uploaded again, including the payment support. Refer to the “Considerations for Reimbursement Claims in NOFA 8” section for further details.
2. Any budget category that has a value entered in the reimbursement table will require the corresponding support to be uploaded and, within reason, match the requested amount.
    a. If the budget category has more than one support document, please compile into a single PDF document and upload to the corresponding category’s placeholder.
    b. If one document’s purchased items are affiliated to multiple categories, please identify via a written note on the support itself which categories are applicable, and the value allocated to each.
3. The support can be uploaded by clicking “Select File” on the applicable budget category.
4. After uploading all applicable support, click “Save Row.”

Note that additional materials may be required based on the score associated with your project’s risk assessment. Additional information will be available in the future.

Once all support has been uploaded, click “Mark as Complete.”

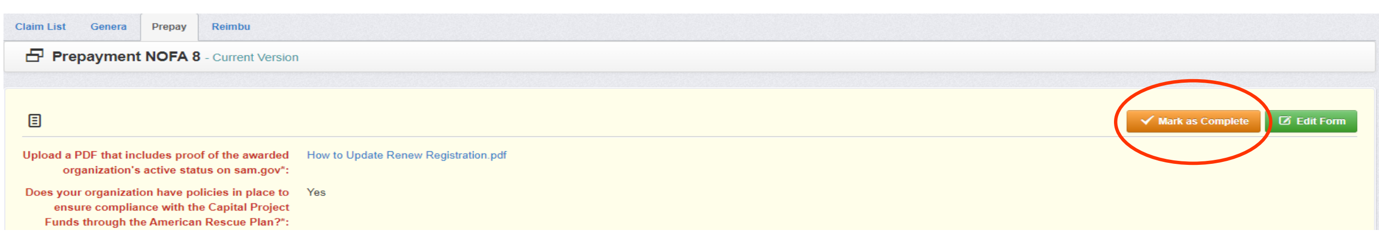


Figure 16 Prepayment NOFA 8 - click “Mark as Complete”

To finalize submission of the advance payment, complete the following:

1. Double-check to make sure all three check marks appear under the “Complete?” column.
2. Click on “Submit Claim” on the right-hand side of the Components table.
3. Click “Submit” on the pop-up that asks you to confirm if you are ready to submit this claim.

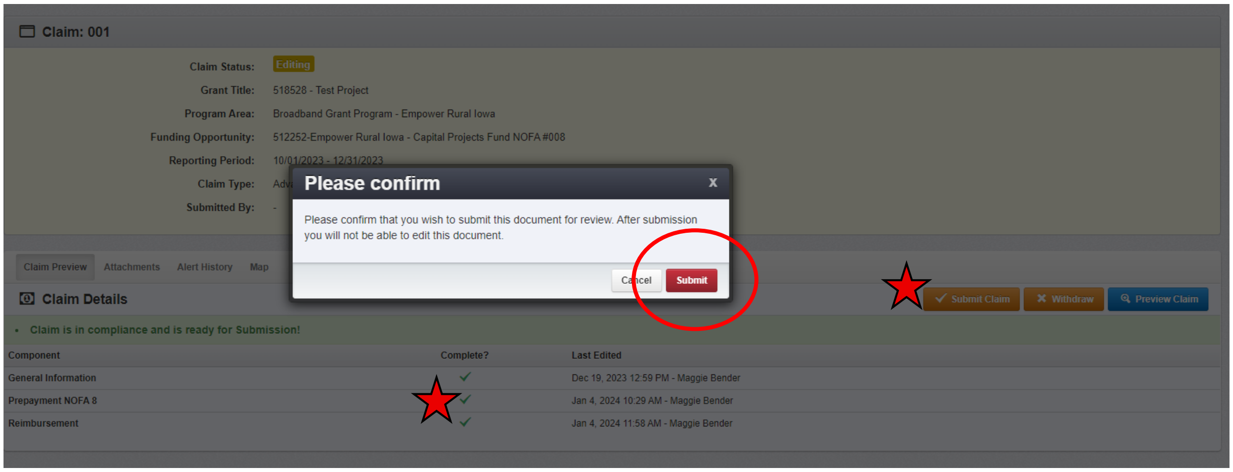


Figure 17 Final check and submission page

After clicking “Submit” on the popup, a Claim Submitted Confirmation will be emailed to you. Note on average, the prepayment option will take over 30 days to completely process.

Considerations for Reimbursement Claims in NOFA 8

After adding the reimbursement claim (Page 5), the landing screen will show a list of four items that need completed before submittal: General Information, Certification of Project Completion NOFA #008, Summary of Allowable Expenses NOFA #008, and Reimbursement. After completion of each section, a check mark will appear in the column titled “Complete?”. The General Information section will likely already have the check mark in the completion column, however, confirming details and updating any outdated information is encouraged. Click on the “Certification of Project Completion NOFA #008” link to get started.

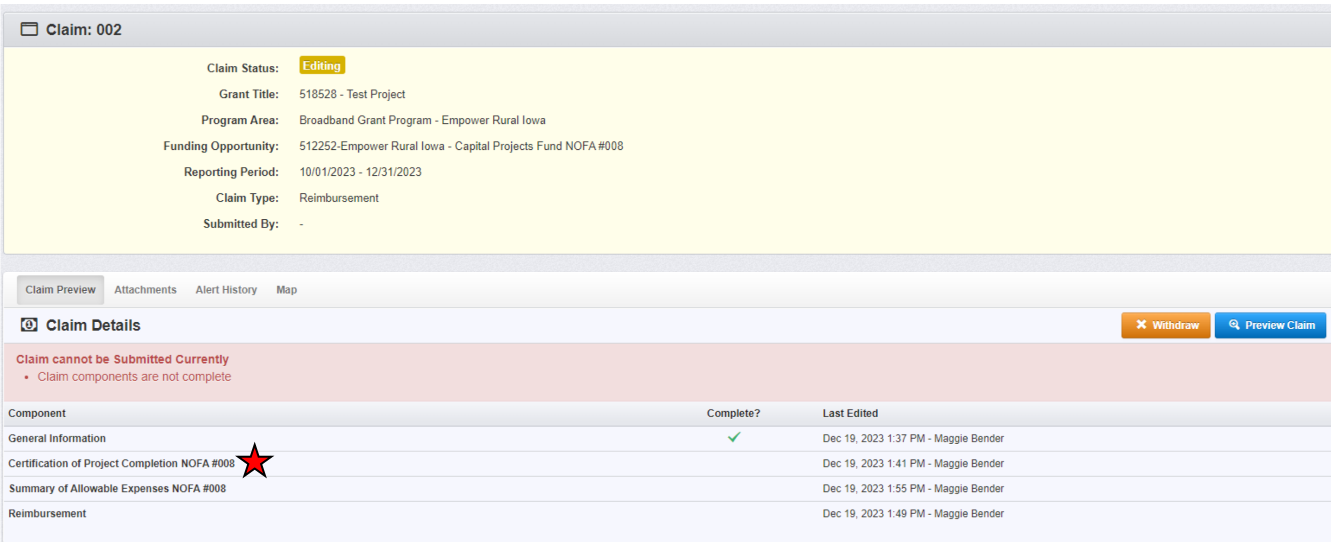


Figure 18 Landing page for reimbursement claim

This section contains three certification statements that you should complete based on your project buildout. If you cannot select “yes” to all certifications, you must use the “Infrastructure Project Qualified Certification” textbox to notate any deviations from the above questions to the extent necessary. This includes identifying ESLs not served that are part of the awarded application.

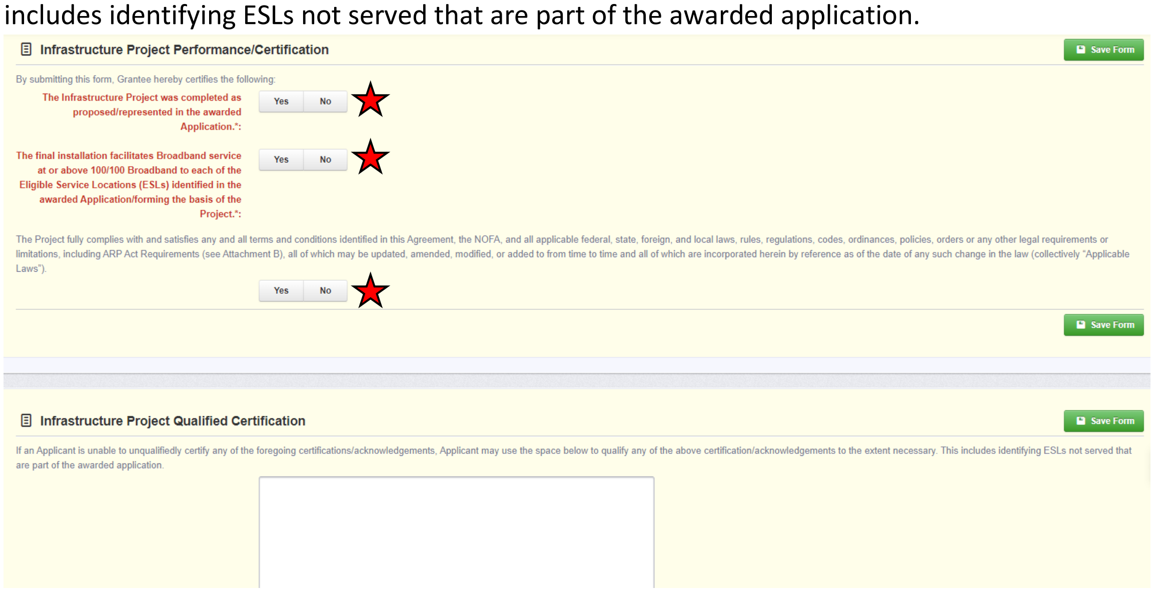


Figure 19 Infrastructure Project Performance/Certification

In the next section, you must include the following Service Tiers and Pricing Details.

1. Each speed tier at which service is offered on the CPF-funded network.
    a. Example: 100Mbps/100Mbps
2. The non-promotional base price for service at the speed tier, not including associated fees or taxes.
    a. Example: $70/month
3. Provide a list and the amount of fees associated with service at the speed tier.
    a. Modem Lease - $10/month Installation Fee - $50


Service Tiers and Pricing Details
Save Form
Provide each speed tier at which service is offered on the CPF-funded network.*:
Example: 100Mbps/100Mbps
Provide the non-promotional base price for service at the speed tier, not including associated fees or taxes.*:
Example: $70/month
Provide a list and the amount of any fees associated with service at this speed tier.*:
Example: Modem Lease - $10/month Installation Fee - $50
Save Form

Figure 20 Service Tiers and Pricing Details

Next, you must upload files to document the work completed as outlined in sections 3.3.2 and 3.3.3 of the Grant Agreement for acceptable substances and formats of proof.

1. Information sufficient to enable the Agency to determine which specific Eligible Service Locations (ESLs) within the Project Area have access to 100/100 Broadband or 100/20 Broadband, as applicable, as a result of the Project (Updated Exhibit B).
2. Upload a file that with Wireline Infrastructure as-built information and/or a file that demonstrates Wireless Infrastructure build-out information in a format described in section 3.3.3 of the grant agreement (Acceptable Format of Proof).
3. Upload a file that follows the specifications outlined by the BDC in the “Data Specifications for Biannual Submission of Subscription, Availability, and Supporting Data." This file must identify all locations that were completed to satisfy the grant requirements. The grantee must also agree to file the locations with the FCC during the next available FCC Availability Reporting Period. The specifications for all technology types are available here.
4. Confirm whether you have completed a field validation process. This includes validating the installation of equipment that facilitates broadband service to locations in the grant agreement. Information and instructions will be provided at ArcGIS.

The number of service addresses reported should match the updated Exhibit B uploaded with #1 above. If additional locations were serviced in addition to the units awarded, please include but differentiate in the listing as an excess unit.

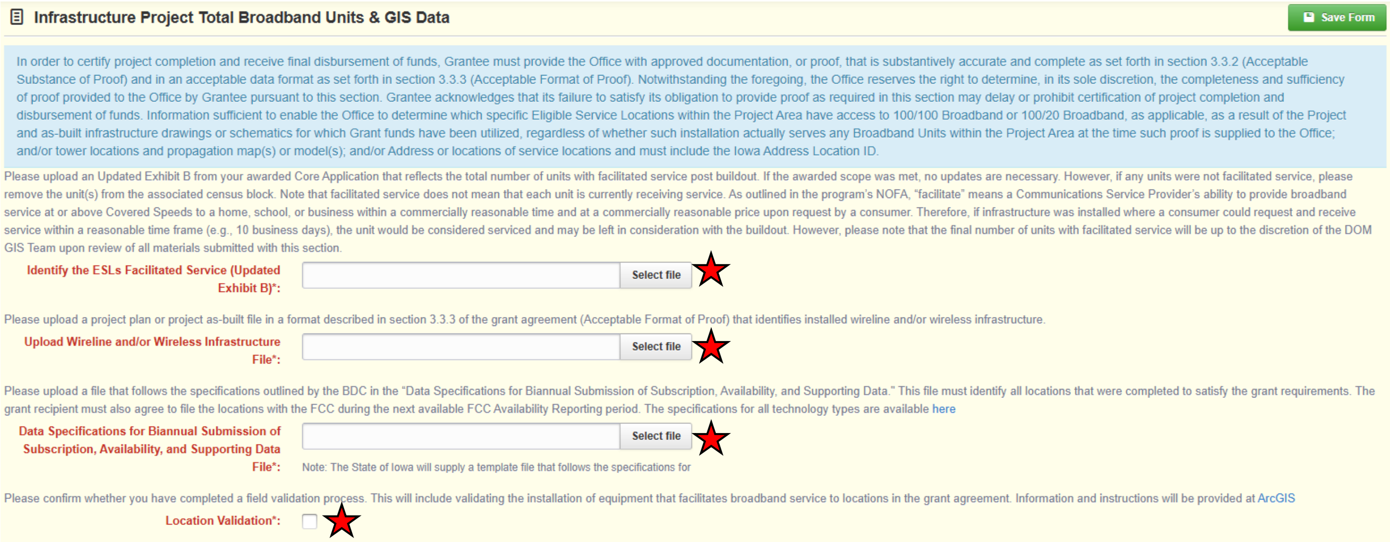


Figure 21 Upload files to demonstrate project completion

Finally, you must certify the following:

1. Certify speed tests anywhere between the central office and the service location or to which the Infrastructure Project was represented as being able to facilitate broadband service.
2. In the case of wireless installations, from any service location to which the Project was represented as being able to facilitate broadband service.
3. In the event where a Grantee does not have a customer served by the installation, a certification obtained by the Grantee and supplied to the Agency from an independent, third-party, properly licensed engineer that the installation facilitates broadband service at or above 100/100 or 100/20 broadband, as applicable, to the service locations identified in the awarded Core Application. The costs of such certification shall be borne by the Grantee. Grantee will obtain and provide such certifications upon request by the Agency.
4. Read and acknowledge the statement in the last box.

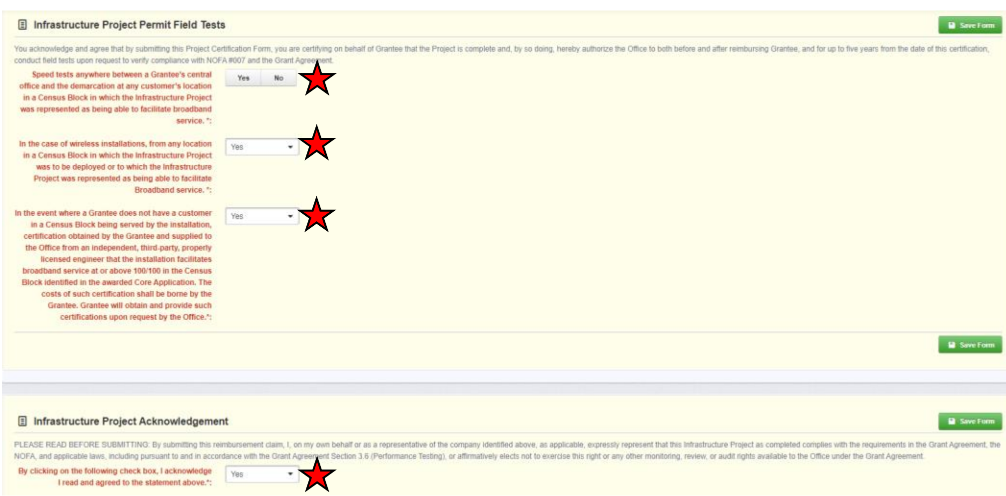


Figure 22 Certification of field tests and project acknowledgement

Click “Save Form” on the upper-right corner of the screen.

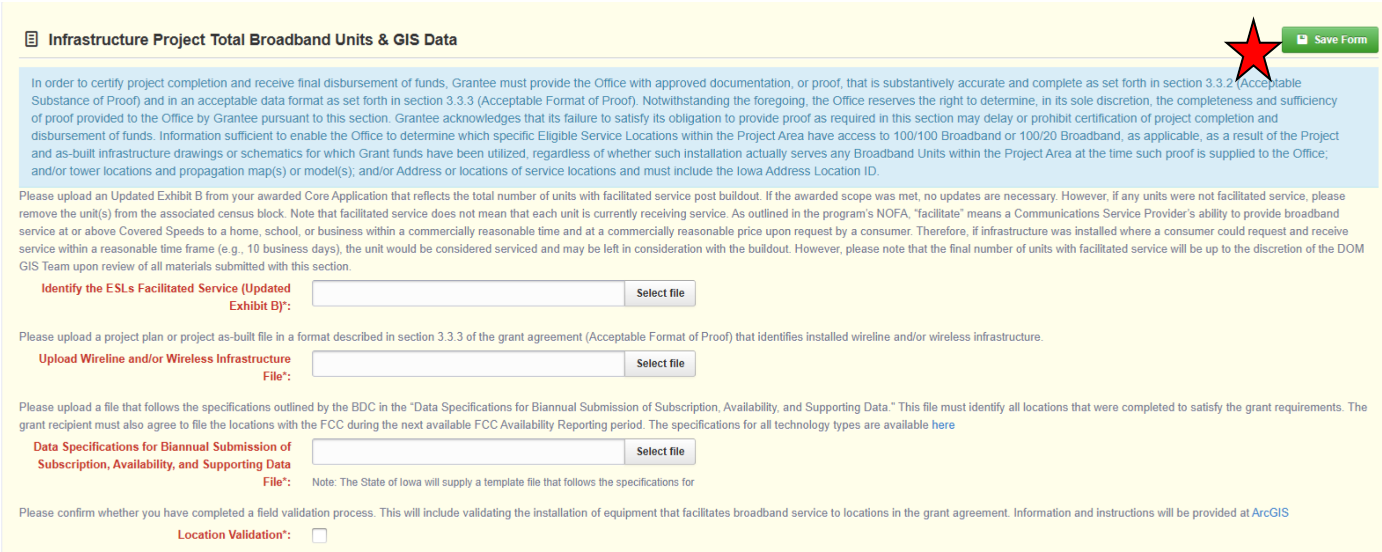


Figure 23 Make sure to save changes by clicking the “Save” button

The screen will lock in the changes made to the page. Once all questions with a red asterisk have been addressed, click on “Mark as Complete” to finish this section.

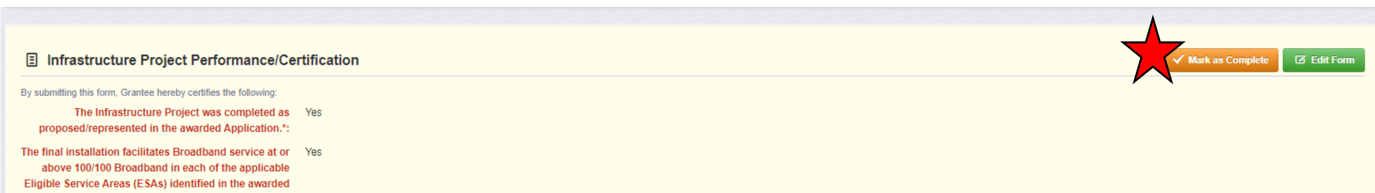


Figure 24 Click "Mark as Complete" to finish section

Summary of Allowable Expenses NOFA #008

The grant page will now show a second check mark under the “Complete?” column on the grant page. Click on the third link under components labeled “Summary of Allowable Expenses NOFA #008.”

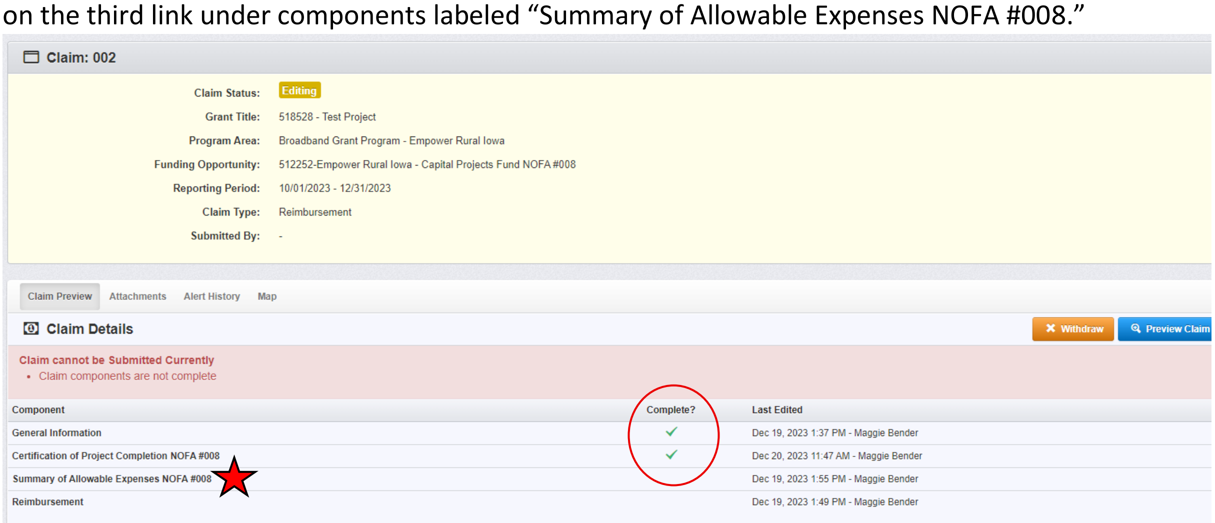


Figure 25 Start the Summary of Allowable Expenses NOFA #008 next

First, check the upper-right corner to check the editing status. If the "Save" button is available, the screen is in editing mode and will allow you fill out each element. If the "Edit" button is available (and "Save" is not), click on "Edit."

Next, upload proof of the awarded organization's active status on the SAM.gov website via a PDF document. The full registration downloaded from SAM.gov is preferable to system screenshots. At a minimum, the proof of registration should include an active date (not expired) and your entity's unique entity identifier. When uploading a SAM.gov registration, ensure that the entity name utilized with the SAM.gov registration is consistent with the entity name in the Grant Agreement.

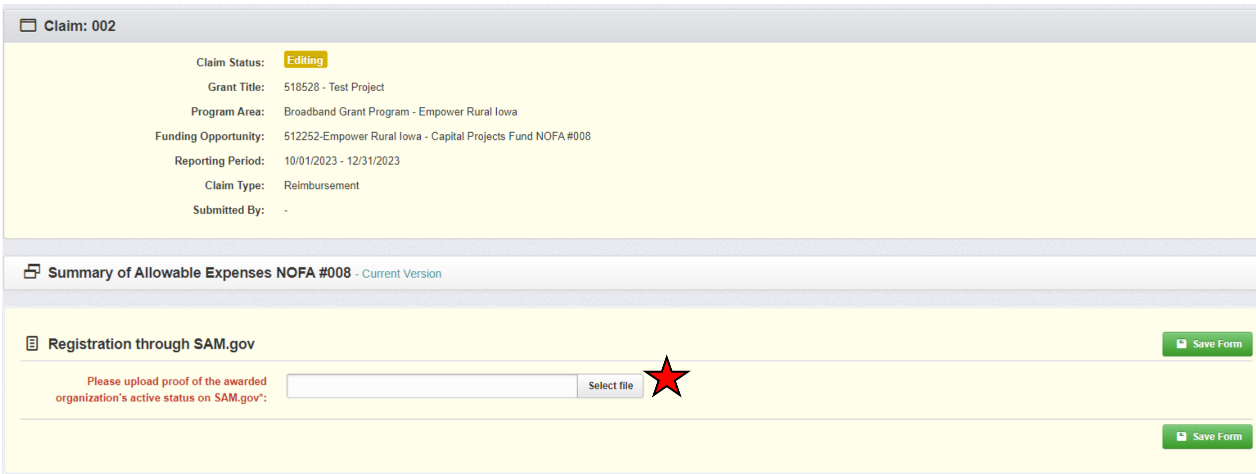


Figure 26 Upload proof of active status from SAM.gov

Next, confirm participation in the Affordable Connectivity Program and that you are offering customers in your completed project area assistance with enrollment or to any potential successive program to the Affordable Connectivity Program ("ACP") to the extent that one is available. If not available, confirm you will participate in the future if ACP is reactivated or if Congress creates a successor.

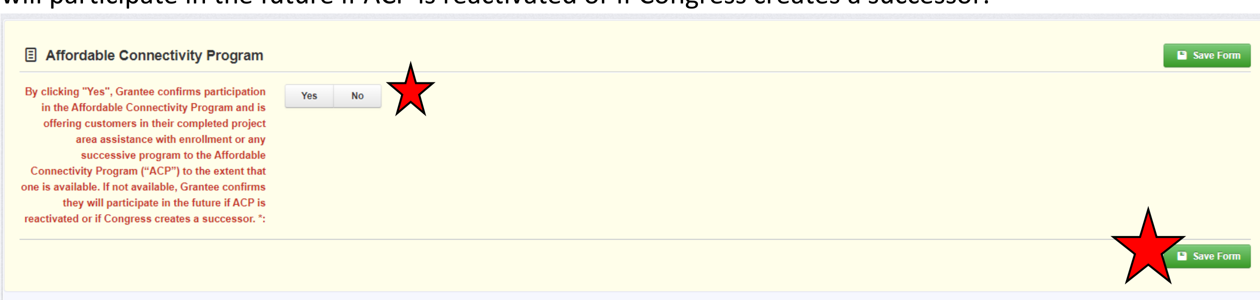


Figure 27 Affordable Connectivity Program Certification

Prepare and upload documentation to demonstrate expenses by completing the following steps:

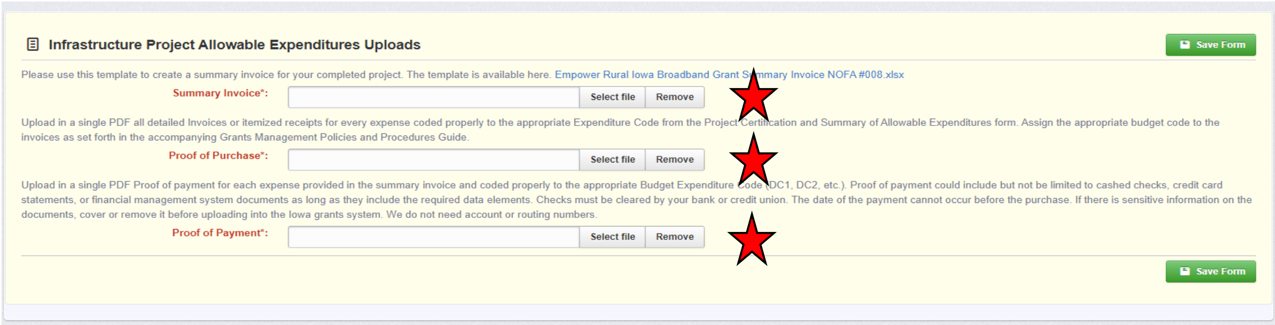


Figure 28 Upload the Summary Invoice, Proof of Purchase, and Proof of Payment documents

1. Click and download the Excel spreadsheet template for the Summary Invoice. This spreadsheet will help organize the Proof of Purchase and Proof of Payment documents and help aid in future reimbursement sections of the claim forms. More detailed instructions are available in the next section.
2. Complete the Summary Invoice Excel file. Upload the file next to the Summary Invoice prompt by clicking “Choose File.”
3. Prepare and upload a single PDF file with all proof of purchase information including detailed invoices and itemized receipts for every expense associated with the project and indicated on the Summary Invoice sheet. The support uploaded with Proof of Purchase document should contain the following information:
    a. Name of the vendor.
    b. Organization name.
    c. Receipt/invoice date that falls within the period of performance: March 15, 2021, through December 31, 2026.
    d. Invoices and/or receipts must have an itemized list, or a description of the items or services purchased. DOM will not accept a statement that lists invoice numbers without descriptions.
    e. Only items utilized for the NOFA #008 project should be claimed. Any excess materials that were put into inventory after project completion should not be claimed. If a lesser quantity was utilized for the NOFA #008 project than purchased, ensure that a note is added that details the quantity of items that were utilized for the project.
    f. If there are unrelated items on the invoice or receipt, identify them. These costs should not be claimed with the Summary Invoice.
    g. All invoices must have DC codes noted (written or typed) for all eligible line items. For a list of DC codes, see Figure 43 on page 28 of this Guide.
4. Prepare and upload a single PDF file with all proof of payment documentation for every expense associated with the project and indicated on the Summary Invoice sheet. Allowable Proof of Payment documents include bank statements, cleared checks, and credit card statements containing the following information:
    a. Name of the vendor.
    b. Organization name.
    c. Payment date. (Must fall on or after March 15, 2021, and before December 31, 2026.)
    d. Checks must be cleared by your bank or credit union. Carbon copies of checks are not sufficient proof.

e. Date of payment cannot occur before purchase.
f. If the check / payment amount exceeds the value of the affiliated proof of purchase(s), then additional documentation must be provided that can detail the expenses paid with the batch payment.
g. If there is sensitive information on the documents, cover or remove it before uploading into IowaGrants.gov. We do not need your account or routing numbers.

A zero-balance invoice, statement, or receipt can be used as both proof of purchase and proof of payment if the document shows payment date(s) and method of payment.

Filling out the Summary Invoice

Download the Summary Invoice template and save the document with proper nomenclature (ex: 123456 ACME Telephone Summary Invoice). Next, fill in the boxes at the top with the following information:

1. Company Name.
2. Grant ID# (The 6-Digit Number on the grant agreement).
3. Grant Award $$: The grant award dollar amount from the grant agreement.
4. Award Cost Share Percentage (enter as a decimal): For NOFA #008, refer to Section 1.2 in Exhibit C of the Core Application.

Figure 29 Summary Invoice sheet - general information

Do not fill in the green colored boxes (C6, F6, and J6). Each of these fields contain a formula and manually entering any value will overwrite the formula and break the sheet's ability to accurately calculate the reimbursement.

Next, use the main body of the spreadsheet to fill in details on project-related reimbursable expenses.

1. Invoice Number: Use the number from the Proof of Purchase document.
2. Purchase Category: Choose the appropriate category from the drop-down menu (DC codes).
3. Category Code: This is automatically filled in from the choice in Column C.
4. Additional Purchase Clarification: If the "Other" Purchase Category is selected, you are required to add clarification on the nature of the purchase.
5. Vendor Name: Name of the vendor from the Proof of Purchase.
6. Date of Purchase: Date from the Proof of Purchase.
7. Check #: Identifying number from the Proof of Payment.
8. Invoice Total: The full invoice total listed on the Proof of Purchase.
   NOFA Total Project Cost (Claim Amount): The project-related expenses from the invoice.

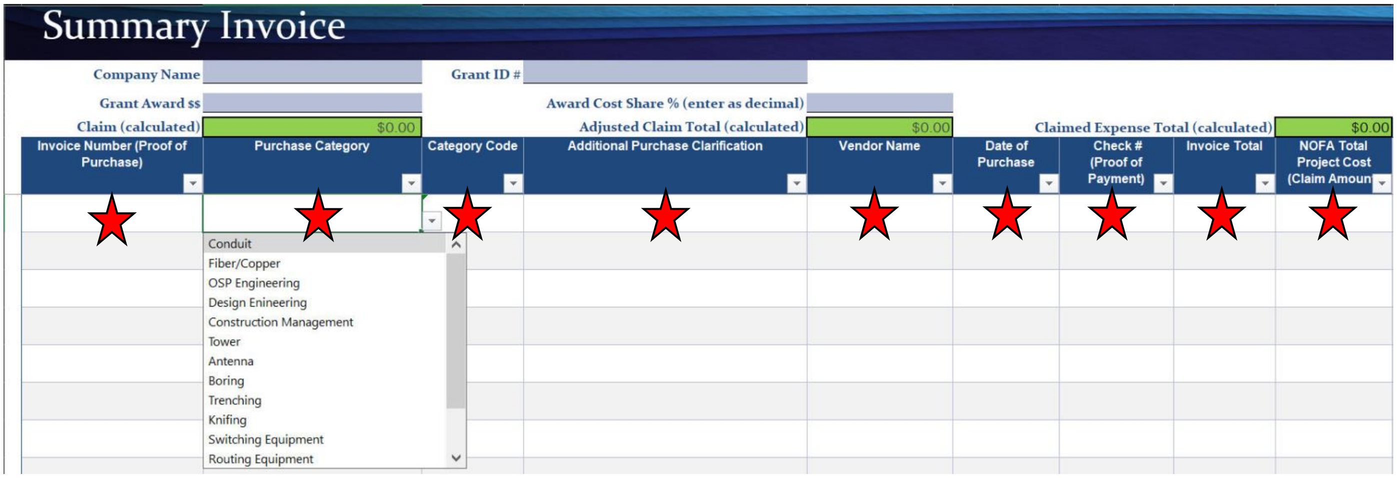


Figure 30 Summary Invoice sheet - Line items

Tips for filling out the Summary Invoice:

- Feel free to add in any notes on invoices, bank statements, etc. that provide necessary context.
- If an invoice has multiple DC codes, fill out a line item for each project category. Record only the NOFA #008 total project costs relevant to that DC code on that line.
- If a proof of payment transaction paid for multiple invoices, indicate that information on the proof of payment. This includes non-project payments so any time a proof of payment does not match the proof of purchase amounts, additional information will be required.

Once the Summary Invoice is prepared with the Proof of Purchase and Proof of Payment PDFs, work through the Summary Invoice line by line using the boxes in Columns K, L, M, and N:

- Proof of Purchase: Check box if the Proof of Purchase is present in the PDF.
- PoPur Page #: Type in the PDF page number where the Proof of Purchase can be found.
- Proof of Payment: Check box if the Proof of Payment is present in the PDF.
- PoPay Page #: Type in the PDF page number where the Proof of Payment can be found.
- DOM Comments: May be utilized for any context commentary, as applicable.

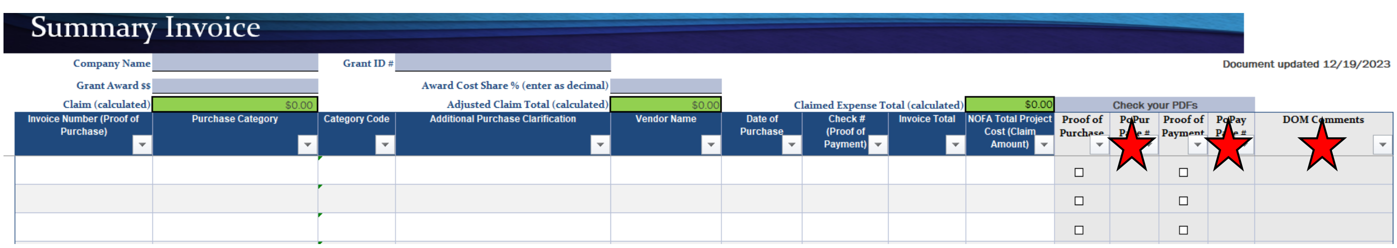


Figure 31 Summary Invoice sheet - check your work and track pages

Internal Time Reporting Tab

In the event your entity utilized internal labor to complete eligible tasks associated with the grant, certain documentation must be submitted. Fill out the Time Reporting tab on the Summary Invoice spreadsheet with the following information:

1. Pay Date: Select date for date which payment was made.
2. Pay Period: Select date for pay period. Each pay period per employee requires its own line entry.
3. Employee ID: Enter a unique identifier to distinguish each employee.
4. Purchase Category: From the drop-down menu, select a DC code the employee worked on for

that pay period. In the event the employee charged time to multiple purchase categories in the pay period, each will require its own line entry.

5. Classification Budget Category: Automatically populated when Purchase Category is selected.
6. Additional Clarification: If the “Other” Purchase Category is selected, you are required to add clarification on the nature of the purchase.
7. Rate of Pay: Enter the hourly rate of pay for the employee during this pay period.
    a. If your entity utilizes a distribution rate, additional detail must be provided into how this value was calculated. The documentation and calculation narrative provided should be enough that the review team can recalculate the rate assessed.
8. Hours Worked ON Project: Enter the hours worked by the employee during this time period on this project under this project category.
9. Hours Worked OFF Project: Enter the hours worked by the employee during this time period for the organization on projects other than the grant project.
10. Total Request Amount: Automatically calculated by multiplying Column H (Rate of Pay) by Column I (Hours Worked ON Project).

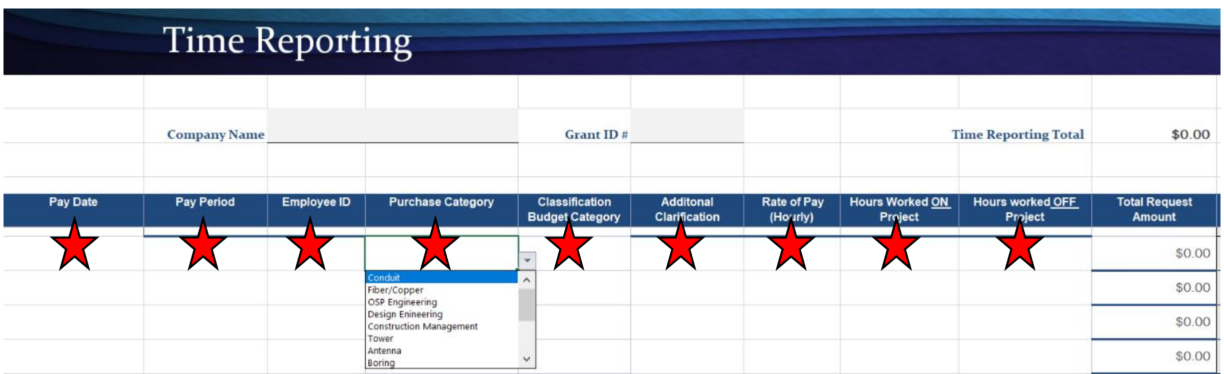


Figure 32 Time Reporting tab on Summary Invoice sheet

A pivot table to the left should calculate the total values reported for each budget category. The aggregate values reported here must be referenced to create line items on the Summary Invoice tab for the labor costs. Internal labor reporting on the Summary Invoice tab should have one line for each DC code with the total amount paid under that category typed into the Summary Invoice Column J – NOFA Total Project Cost (Claim Amount). Compensation must be reasonable and align with work on similar activities performed by the organization. You must provide documentation, such as Personnel Activity Reports (PAR), for each employee by pay period in the Proof of Payments. PAR must allocate salary, wages, and benefits to the appropriate project accounts, account for 100% of the employee’s compensated time (non-federal activities may be lumped together as Other) and comply with the established accounting policies and practices of the organization and the 2 C.F.R. Part 200.

Labor costs for administrative activities, such as application and grant material preparation, are ineligible for reimbursement. **This rule also applies to subcontractors if activities of this nature were executed by external entities.** Please do not include these costs with your Summary Invoice.

Internal Payroll Documents and Examples

Similar to proof of purchase and proof of payment submissions, you will also need to submit supporting documentation of internal payroll, labor, and personnel costs. Allowable internal payroll documents include timesheets, proof of pay rates, and payroll registers with the following information:

1. Employee's ID/name/other common identifier.
2. Employee's position/title.
3. Pay period dates and the employee's pay rate for the pay period claimed.
4. Organization name.
5. Description of the services and/or work performed.
6. Applicable DC codes.
7. Total number of hours worked across all applicable employees.
8. Pay dates must be hours worked on or after March 15, 2021.

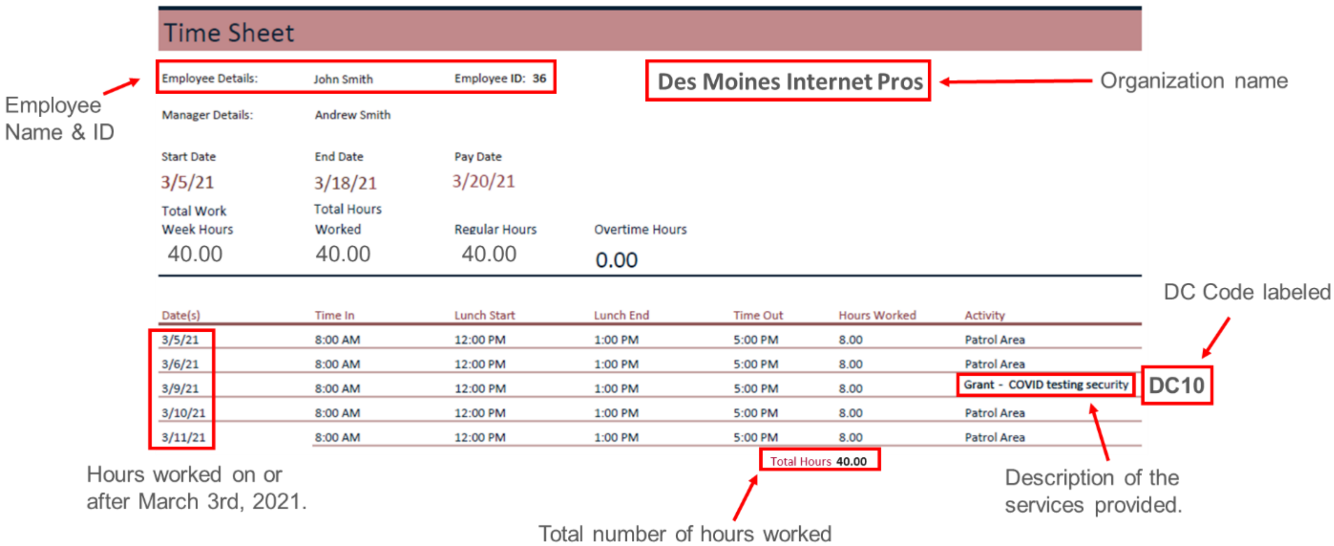


Figure 33 Example timesheet with applicable information

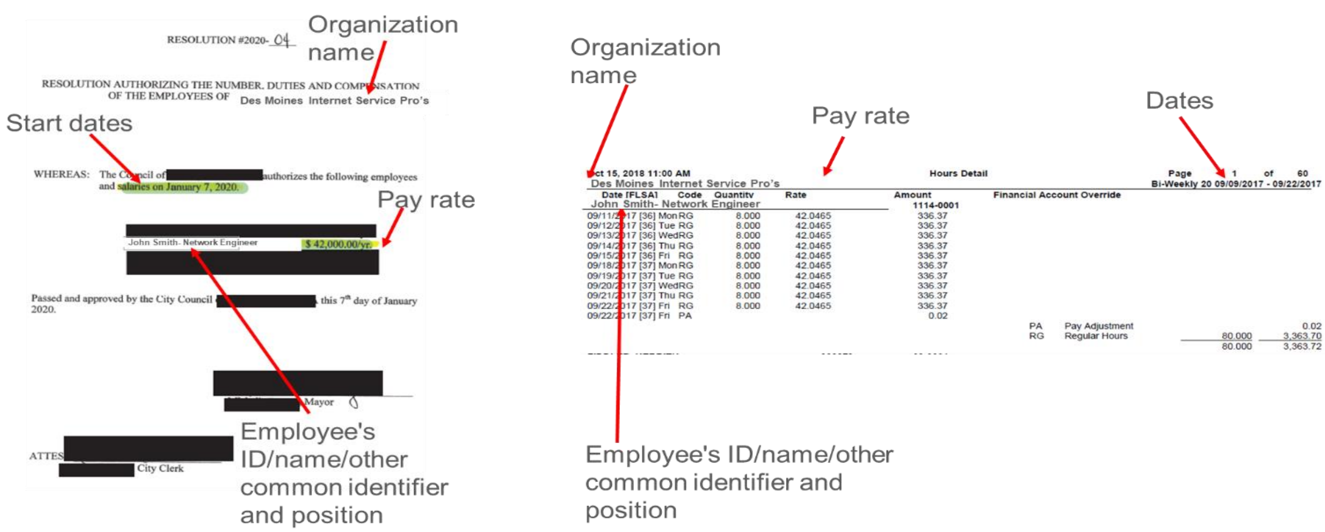


Figure 34 Example proof of pay rate with applicable information

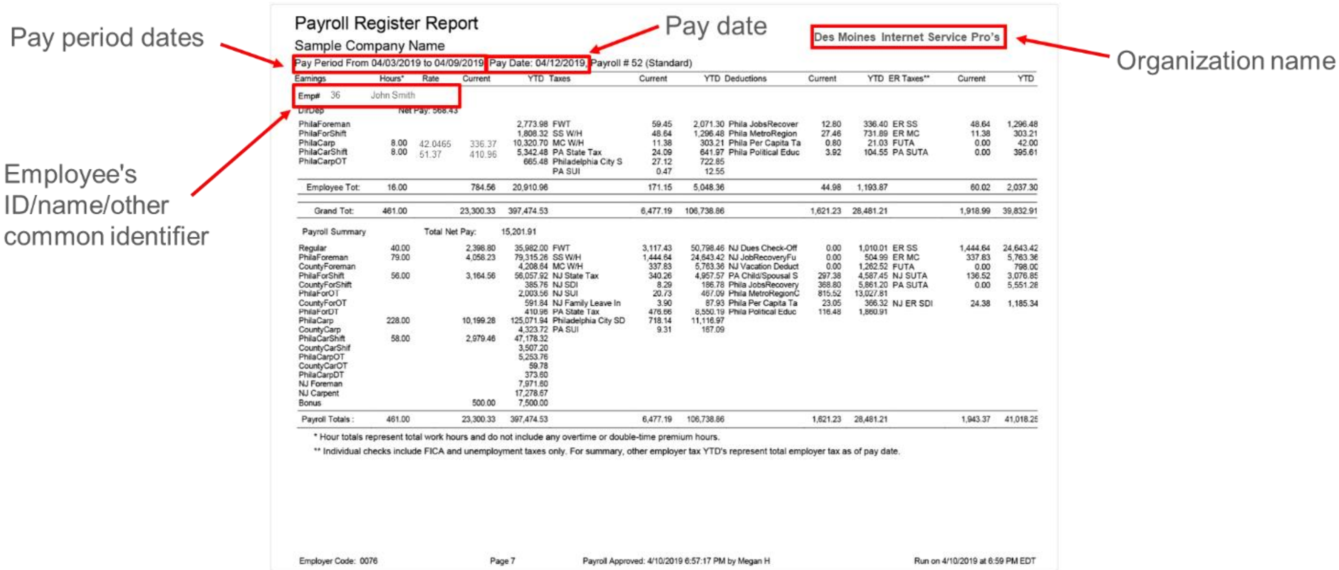


Figure 35 Example payroll register with applicable information

Proof of Purchase and Proof of Payment Examples

Every Proof of Purchase document submitted must contain the same basic information in order to be accepted. Consider the following proof of purchase examples:

1. Documentation must have identifying information, be to the organization, and be dated within the period of performance. If you are submitting an invoice outside of the period of performance, an explanation will be needed. An example of this is using existing stock materials acquired before the onset of the grant.
2. An itemized list or description of items or services purchased. Documentation without descriptions will not be accepted.
3. The documents must have the appropriate DC codes noted for all eligible line items. If the document contains multiple DC codes, clearly mark next to each line item.
4. Any notes that can help clarify can be handwritten or typed onto the document. For example, explaining that only one of the two items listed is project relevant.
5. If the full invoiced amount is not eligible for reimbursement, indicate by line item which purchases are eligible. These must correspond with the Summary Invoice.

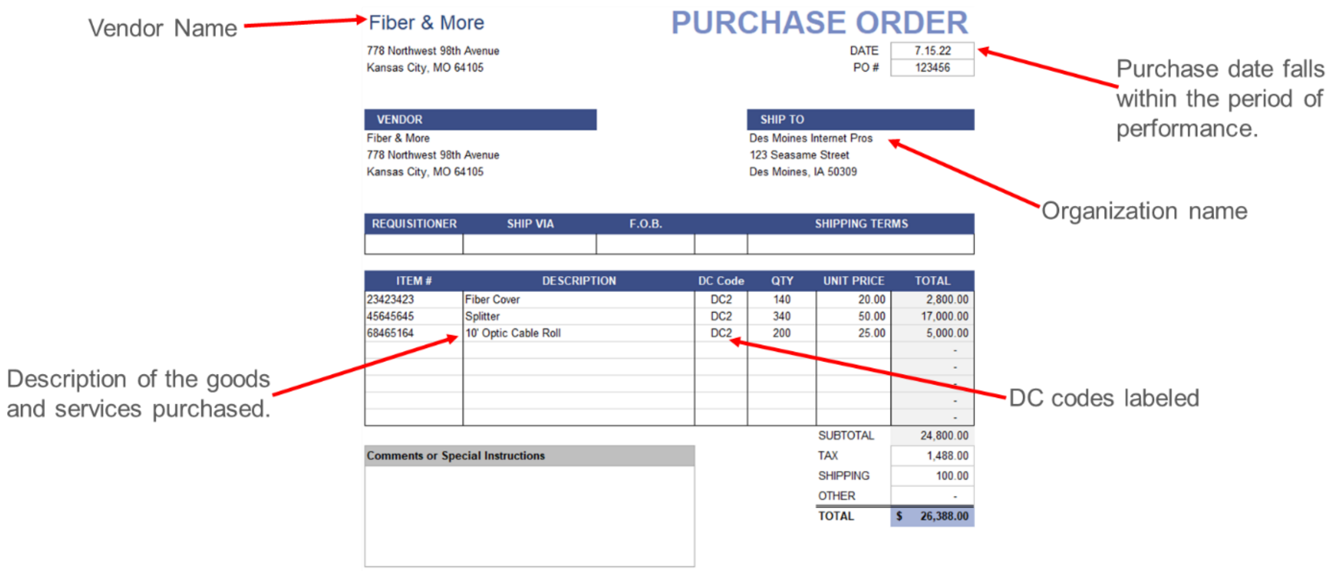


Figure 36 Example purchase order with applicable information

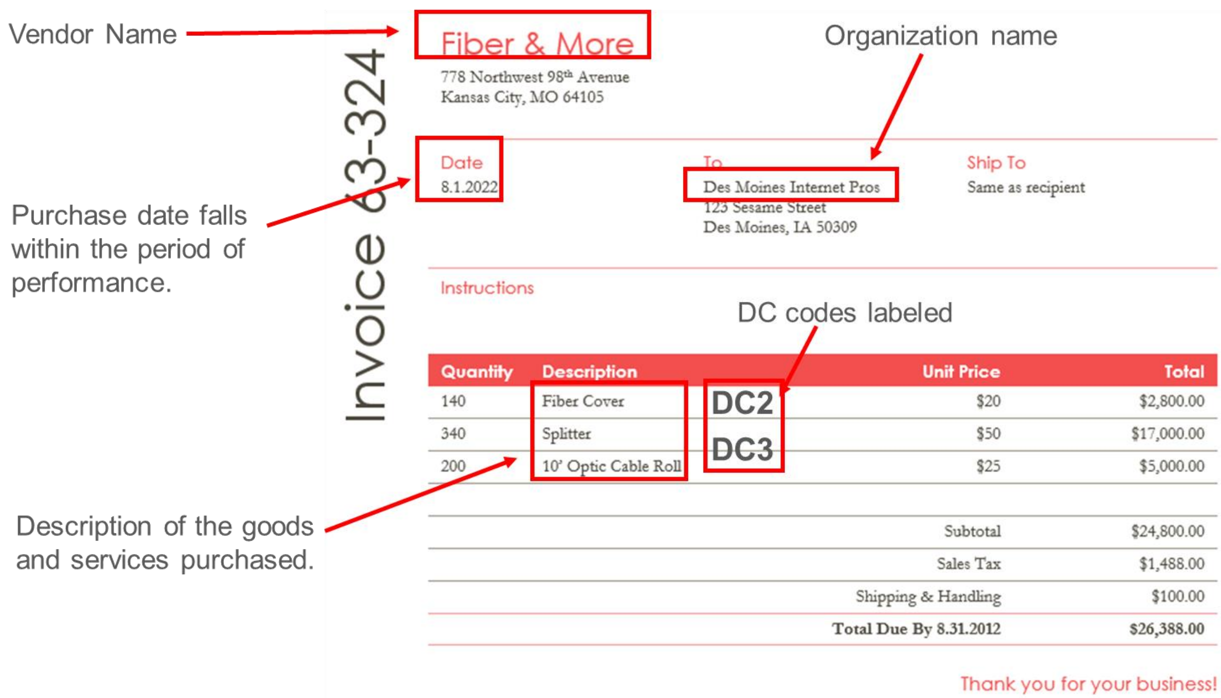


Figure 37 Example invoice with applicable information

Consider an example below of an invoice for materials that were not completely consumed during project completion. In this case, you should indicate the following:

1. Mark the material used in the project.
2. Note why the entire line item is not being claimed and the actual quantity charged to the project.
3. Enter the new calculation to match the amount claimed on the Summary Invoice sheet.

---

123 King Ave
Kingman, AZ 86401
Phone: 925-555-1111

King Cable

INVOICE #46-0125
DATE: 1/15/2022

TO:
JB & Associates, LLC
Des Moines, IA 50311
Phone: 515-555-9999

SALESPERSON	TERMS
Stephen C.	Due on receipt

1

Used
80
600

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	
100	Des Moines Project – Medium Splice Case	$250	$25,000.00	DC 2
750	Des Moines Project – Single Splice	$30	$22,500.00	DC 2
		SUBTOTAL	$47,500.00	
		SALES TAX	7.0%	
		TOTAL DUE	$50,825.00	

2

Note: Project did not use all materials purchased. 80 Medium Splice Cases and 600 Single Splice were used.

Make all checks payable to ACME Engineering

3

80*250= $20,000
600*30= $18,000
+7%
Total= $40,660

THANK YOU FOR YOUR BUSINESS!

Figure 38 Example of an invoice with partial use of materials

For Proof of Payments, cleared checks serve as a form of documentation. A PDF of the cleared check provides information that allows the claim to be processed. Consider the following:

1. If the date of payment is prior to the purchase (pre-payments, for example), this should be noted in the support.
2. Identify which invoice number the check paid. If it is not included on the original check, please note it on the copy.
3. As your claim is a public record, bank account and routing information should be redacted.
4. Information showing the recipient cashed the check and the bank processed the check.

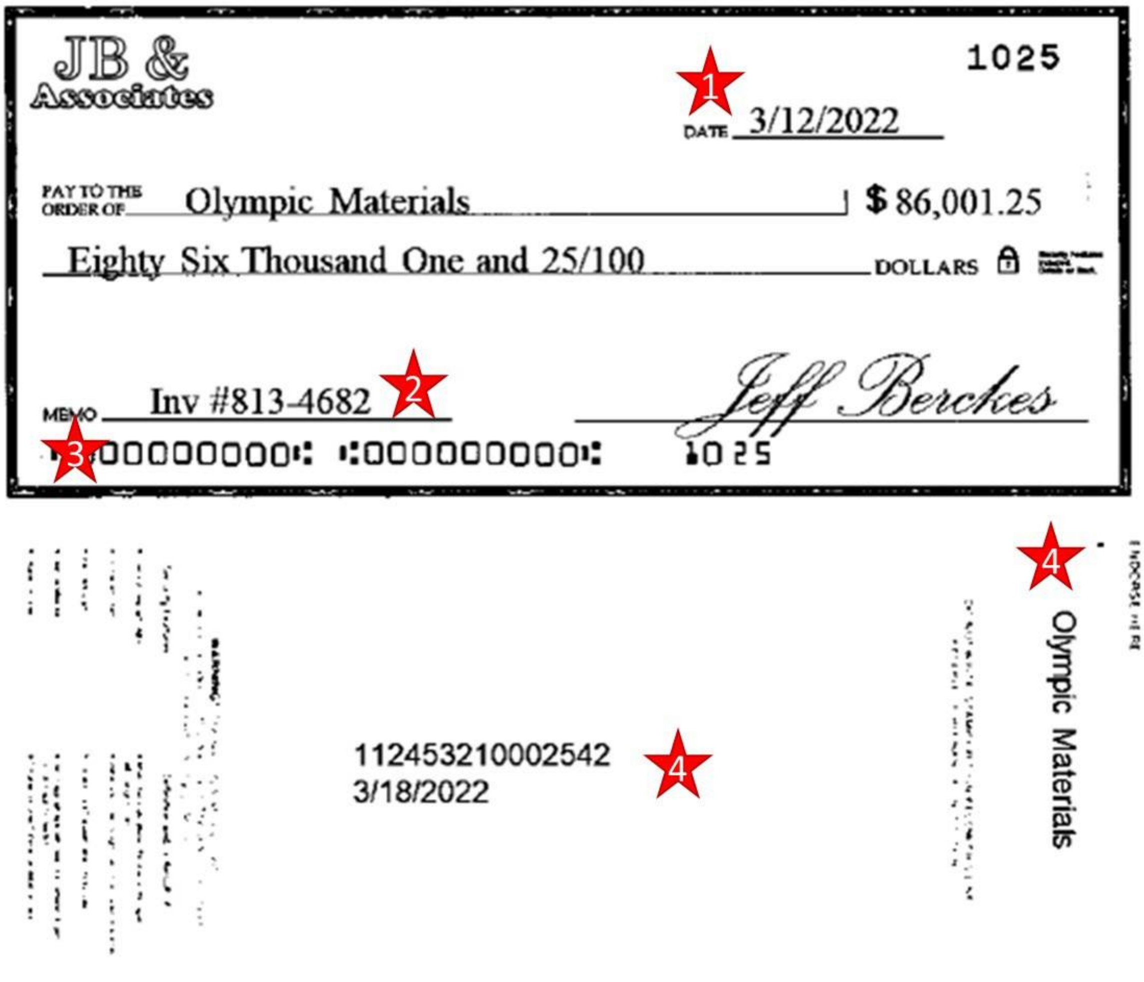


Figure 39 Example of cleared check as proof of payment

Bank statements serve as another form of proof of payment. Consider the following when submitting bank statements as proof of payment.

1. Identifying information about the company and the bank must be present. You may redact account numbers but there must be enough identifying information to confirm account ownership.
2. If the date of payment is prior to the purchase (pre-payments, for example), this should be noted in the support.
3. If sufficient details are not present on the bank account, add them to the statement by hand or with the Adobe text tool.

Commercial Business Checking

Account number: 123456789 • February 1, 2022 – February 28, 2022 • Page 1 of 1

Bank of Pig

JB & Associates LLC
PO Box 7777
Des Moines, IA 50311

Account Summary

Commercial Business Checking

Account number	*Beginning balance*	*Total credits*	*Total debits*	*Ending Balance*
123456789	$850,123.98	$184,246.46	$240,361.46	$794,008.98

Debits

Posted date	*Amount*	*Transaction Detail*
[redacted]		
2/25	$42.621.15	ACH Origination – JB & Associates – File 999888777 to ACME Engineering
[redacted]		
	$240,361.46	Total electronic debits

Figure 40 Example of bank statement as form of proof of payment

Finally, a copy of an ACH can provide proof of payment details. When using an ACH, consider submitting a corresponding bank statement identifying the charge to help tie information together. Consider the following when submitting:

1. ACH includes identifying information to your organization.
2. Details of what the ACH paid for, specifically invoice number(s) and amount(s).

Accounts Payable Report of ACH
JB & Associates, LLC 1
02/25/2022

Vendor Code: ACMEE

ACH Num: 999777
Direct Deposit
$42,621.15

JB & Associates, LLC
PO Box 7777
Des Moines, IA 50311

Bank Account Number
*******1234

Date 02/25/2022 2

ACH posting Date 02/25/2022

Invoice No.	Date	Invoice Amt
843216	2/14/2022	$19,891.30
843222	2/21/2022	$8,185.50
843237	2/24/2022	$14,544.35

Figure 41 Example of an ACH as proof of payment

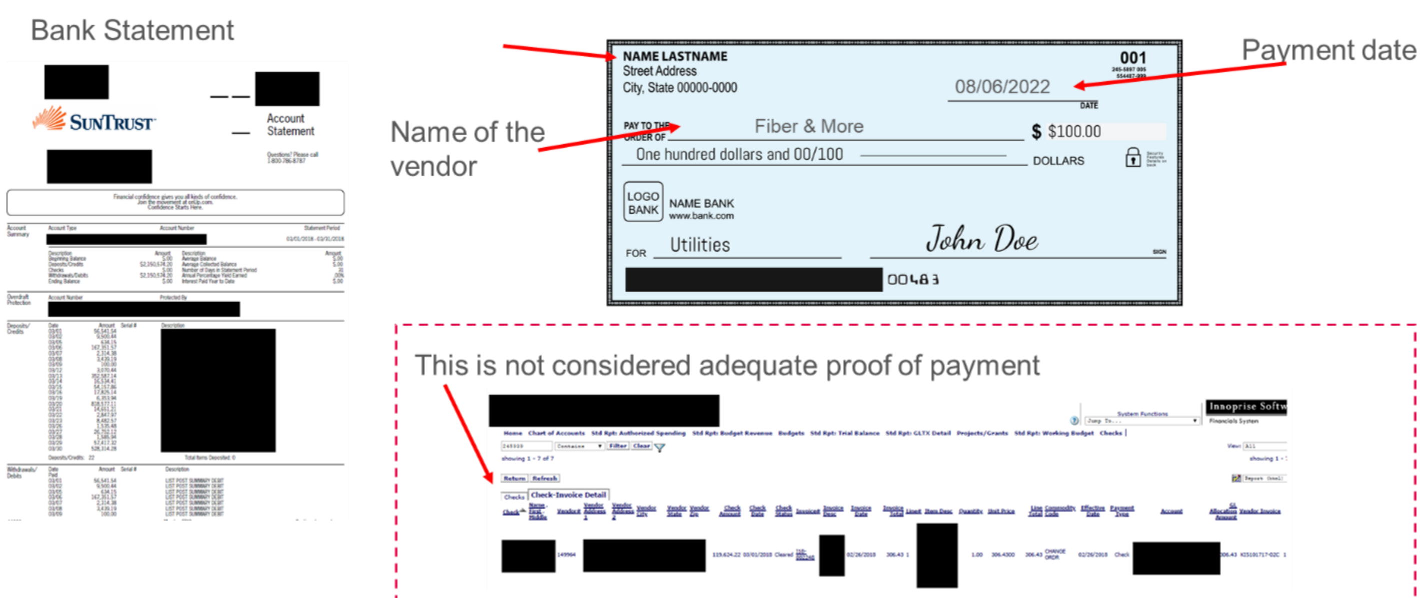


Figure 42 Acceptable and non-acceptable examples of proof of payment

Next, certify all of the questions under the Certification of Project Allowable Expenditures section.

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
That such Allowable Expenditures are directly related to the installation of Broadband Infrastructure that facilitates at or above 100/100 Broadband.*:	Yes
That such Allowable Expenditures were utilized for the installation of Broadband Infrastructure to Eligible Service Locations 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 Agency as part of the Application process).*:	Yes
That such Allowable Expenditures were not incurred prior to 3/15/2021.*:	Yes

A red asterisk requires a response

Figure 43 Certify each question regarding Project Allowable Expenditures

Note that if a project spends less than anticipated in the original budget, the spreadsheet will apply the requested cost share to the eligible expenses to calculate the reimbursement requested. However, if the project spends more than anticipated, the spreadsheet will automatically adjust the claim amount to not exceed the award amount. Due to rounding, it is important to double-check the final numbers to ensure accurate requests.

In the fictitious example below, the project underspent original budget expectations. With project costs running under, this organization can request up to the amount substantiated multiplied by the project's cost share (60% in the below example). Note that project costs may have shifted between budget expectations, but the reimbursement must follow the actual dollars accounted for in the project. In the case of significant deviations from the project, please provide a narrative explanation. Below is a copy of the Cost Breakout tab from the Summary Invoice sheet. This is automatically calculated from accurately filling out the Summary Invoice tab.

	A	B	C	D	E	F
1		Grant Award $$	$4,303,120.00			
2		Award Cost Share %	0.6			
3		Claim Amount	$4,230,000.00			
4						
5		Category	Code	Subtotal	Eligible Reimbursement	Reimbursement Requested
6		Conduit	DC1	$50,000.00	$30,000.00	$30,000.00
7		Fiber/Copper	DC2	$40,000.00	$24,000.00	$24,000.00
8		OSP Engineering	DC3	$250,000.00	$150,000.00	$150,000.00
9		Design Enineering	DC4	$2,800,000.00	$1,680,000.00	$1,680,000.00
10		Construction Management	DC5	$10,000.00	$6,000.00	$6,000.00
11		Tower	DC6	$0.00	$0.00	$0.00
12		Antenna	DC7	$0.00	$0.00	$0.00
13		Boring	DC8	$0.00	$0.00	$0.00
14		Trenching	DC9	$0.00	$0.00	$0.00
15		Knifing	DC10	$0.00	$0.00	$0.00
16		Aerial Deployment / Make Ready	DC11	$0.00	$0.00	$0.00
17		Outside Plant	DC12	$0.00	$0.00	$0.00
18		Switching Equipment	DC13	$3,000,000.00	$1,800,000.00	$1,800,000.00
19		Routing Equipment	DC14	$800,000.00	$480,000.00	$480,000.00
20		Optical Equipment	DC15	$100,000.00	$60,000.00	$60,000.00
21		Customer Equipment	DC16	$0.00	$0.00	$0.00
22		Other (Additional Clarification Required)	DC17	$0.00	$0.00	$0.00
23				$7,050,000.00	$4,230,000.00	$4,230,000.00

Figure 44 The "Cost Breakout" tab from the Summary Invoice

If instead, allowable expenditures exceeded the estimated budget and award amount, you may be able to request the full award amount. The line-item allocation would shift to a smaller percentage based on a formula in the spreadsheet when using the Summary Invoice spreadsheet. Again, an image from the Cost Breakout tab.

	A	B	C	D	E	F
1		Grant Award $$	$4,303,120.00			
2		Award Cost Share %	0.6			
3		Claim Amount	$4,230,000.00			
4						
5		Category	Code	Subtotal	Eligible Reimbursement	Reimbursement Requested
6		Conduit	DC1	$50,000.00	$30,000.00	$30,000.00
7		Fiber/Copper	DC2	$40,000.00	$24,000.00	$24,000.00
8		OSP Engineering	DC3	$250,000.00	$150,000.00	$150,000.00
9		Design Enineering	DC4	$2,800,000.00	$1,680,000.00	$1,680,000.00
10		Construction Management	DC5	$10,000.00	$6,000.00	$6,000.00
11		Tower	DC6	$0.00	$0.00	$0.00
12		Antenna	DC7	$0.00	$0.00	$0.00
13		Boring	DC8	$0.00	$0.00	$0.00
14		Trenching	DC9	$0.00	$0.00	$0.00
15		Knifing	DC10	$0.00	$0.00	$0.00
16		Switching Equipment	DC13	$3,000,000.00	$1,800,000.00	$1,800,000.00
17		Routing Equipment	DC14	$800,000.00	$480,000.00	$480,000.00
18		Optical Equipment	DC15	$100,000.00	$60,000.00	$60,000.00
19		Customer Equipment	DC16	$0.00	$0.00	$0.00
20		Other (Additional Clarification Required)	DC17	$0.00	$0.00	$0.00
21				**$7,050,000.00**	**$4,230,000.00**	**$4,230,000.00**
22						

Figure 45 Cost Breakout tab from Summary Invoice sheet, automatically redistributing reimbursement requests for an over- budget project

Click "Save Form."

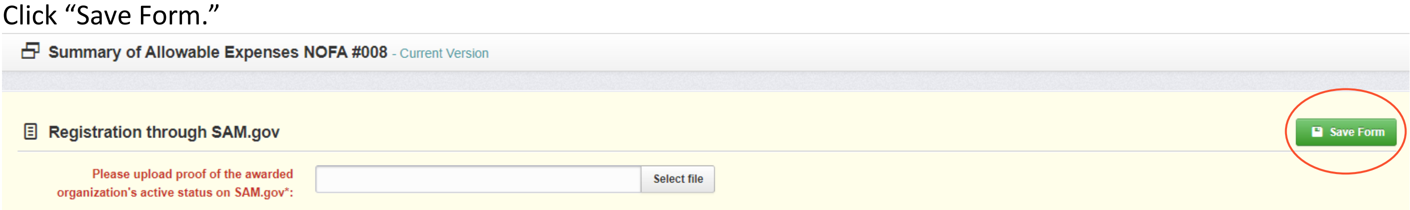


Figure 46 Remember to click "Save Form"

Click "Mark as Complete" to finalize changes.

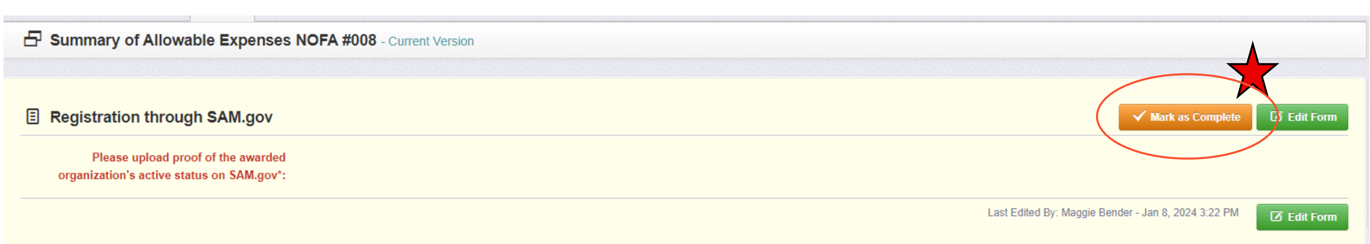


Figure 47 Click "Mark as Complete" to finalize section

Three check marks should now appear on the claim page. Click on “Reimbursement” to start the final step.

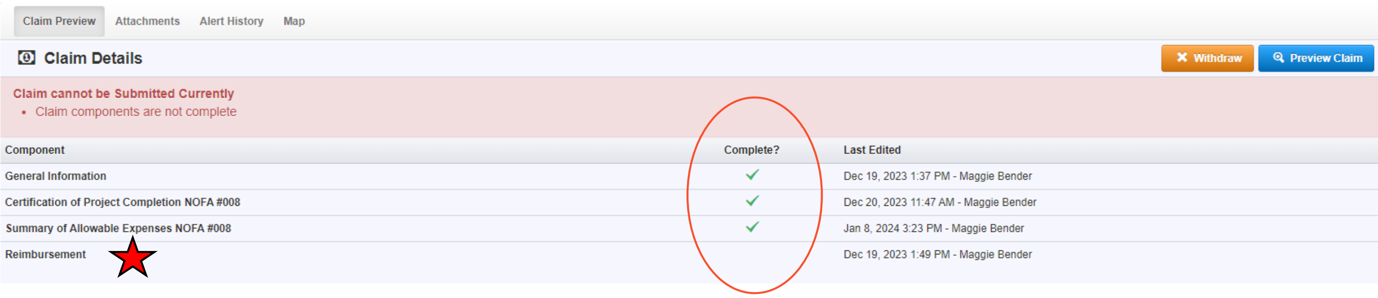
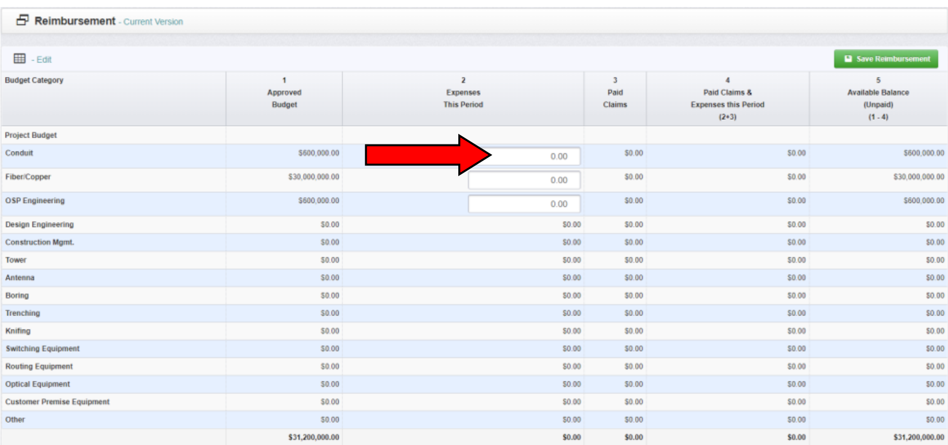


Figure 48 Click on “Reimbursement” to start final step

Click the “Edit Reimbursement” in the top right corner. The Reimbursement page will allow you to enter information into Column 2 “Expenses This Period.”

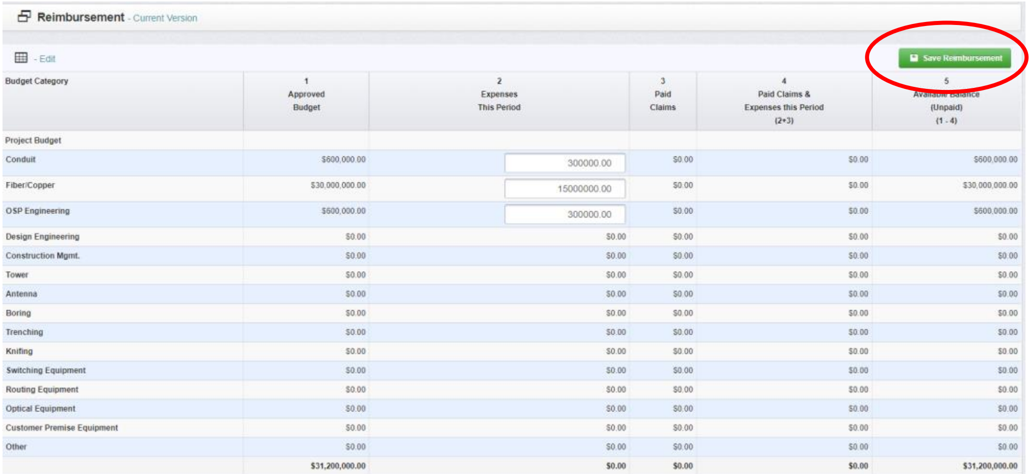


Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)
Project Budget					
Conduit	$600,000.00	0.00	$0.00	$0.00	$600,000.00
Fiber/Copper	$30,000,000.00	0.00	$0.00	$0.00	$30,000,000.00
OSP Engineering	$600,000.00	0.00	$0.00	$0.00	$600,000.00
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
	$31,200,000.00	**$0.00**	**$0.00**	**$0.00**	**$31,200,000.00**

Figure 49 Enter expenses on Column 2 by DC Code

Finally, consider the following:

1. It is best to view this table by considering Column 4 first. The total in Column 4 will reflect the total of the Advance Claim amount in Column 3 Paid Claims and the total amount in Column 2 Expenses This Period. **This should match the “Reimbursement Requested” column of the Cost Share tab of the Summary Invoice after adjustments are made to Column 2.**
2. Column 2 titled *Expenses this Period* identifies the funds that will be paid out as part of this claim. The amount entered here should be the total in the “Reimbursement Requested” column of Summary Invoice less the amount paid previously (Column 3). Note that you may need to adjust upward or downward by $0.01 in one of your entries to account for any Excel rounding variances that may result in the award amount not being claimed in entirety or in excess.
3. Column 3 titled *Paid Claims* reflects any claim amounts already paid (for example an Advance Claim). In an instance of a Budget Category amount totaling less than the amount paid out by an advance claim, the “Expenses This Period” number will be negative to offset the difference.
4. The total on Column 5 represents the *Unclaimed Balance*. If you are claiming the full amount of your award, this column should total $0.00. If your project spend was less and you are not able to claim the full amount of your award, this column should reflect the total unclaimed, which would be considered rescinded funds after claim processing. This number should not be negative unless you owe the state a reimbursement of funds due to a total project cost underrun.



Reimbursement - Current Version

- Edit

Save Reimbursement

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)
Project Budget					
Conduit	$600,000.00	300000.00	$0.00	$0.00	$600,000.00
Fiber/Copper	$30,000,000.00	15000000.00	$0.00	$0.00	$30,000,000.00
OSP Engineering	$600,000.00	300000.00	$0.00	$0.00	$600,000.00
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
	$31,200,000.00	$0.00	$0.00	$0.00	$31,200,000.00

Figure 50 Fictitious example claim showing entries for balancing reimbursement claim

After clicking “Save Reimbursement” and “Mark as Complete,” you should see four check marks on the screen. Click “Submit Claim” to officially submit the claim.

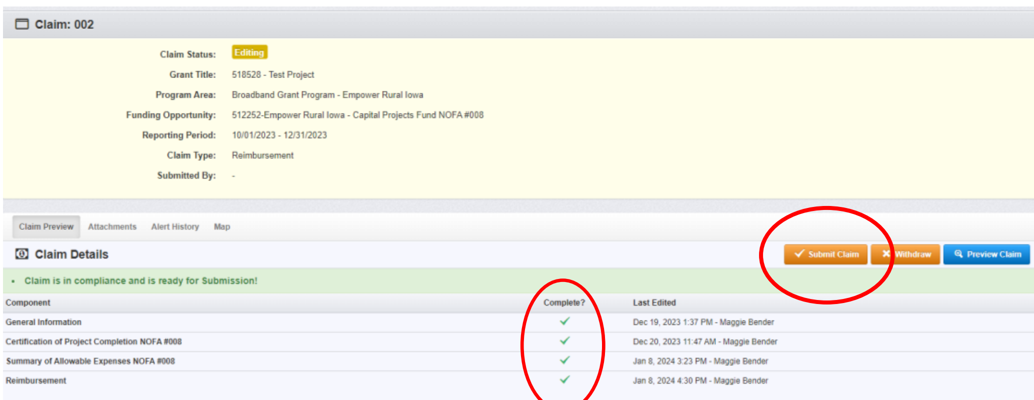


Figure 51 Finalize submittal

To finalize submission of the reimbursement, complete the following:

1. Double-check to make sure all four check marks appear under the “Complete?” column.
2. Click on “Submit Claim” on the right-hand side of the Components table.
3. Click “Submit” on the pop-up that asks you to confirm if you are ready to submit this claim.

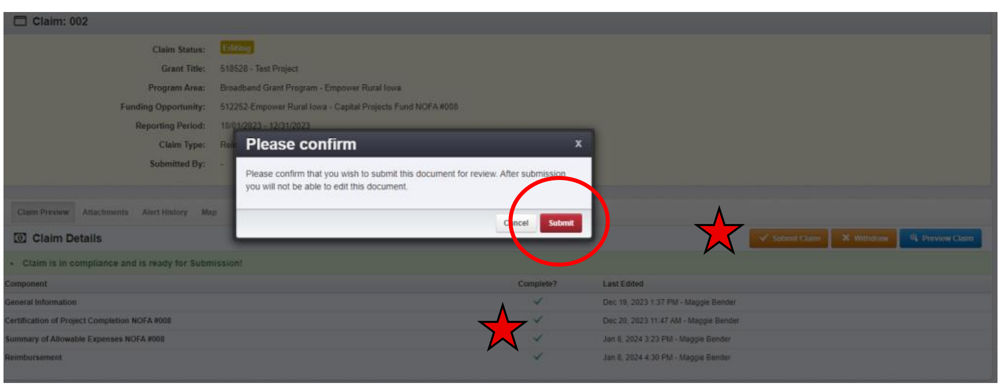


Figure 52 Final check and submission page

After clicking “Submit” on the popup, a Claim Submitted Confirmation will be emailed to you.

The Claims Payment Process

The DOM staff will receive notification of the claim once submitted. After reviewing the claim, staff will either forward the claim for approval and reimbursement issuance to the Iowa Department of Administrative Services (DAS) or contact you for clarifying information regarding the claim.

Negotiating Claims

All correspondence related to claims payment will be generated within the IowaGrants.gov system and are considered “negotiations.” The purpose of negotiating a claim is to allow the Grantee to clarify information regarding the claim after initial review:

- The total requested reimbursement amount does not match the supporting documentation provided.
- The amount requested for reimbursement does not match the grant award amount.
- The Summary Invoice or other claim forms require revision or update.
- Additional documentation or clarification is needed to validate a claimed expense.

When a claim is negotiated for edits, 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 claim is resubmitted, the status will change to “Submitted.” DOM staff will review the clarifying changes and determine if the claim can be advanced to DAS for approval. DOM recommends printing a copy of your approved claim forms for records keeping.

Reporting

Quarterly Report

Per section 10.1.2 of the Grant Agreement, the Agency “may require Grantee to communicate with it about the status of the Project(s). Such communications may include a conference call or an in-person meeting (“Status Meeting”) or submission to the Agency of a report (“Status Report”) regarding: (a) An overview and status of the Project(s); (b) Issues encountered and being resolved; (c) Updates on the timing of Project completion; (d) Any other information that the Office may reasonably request.”

Completing the Quarterly Report

Each quarter, you will be notified when the Quarterly Report is live, along with the due date in which you must complete and submit the report by. Follow this step-by-step guide for help on how to submit a Quarterly Report in the IowaGrants.gov system.

To create complete a status report within the IowaGrants.gov system, click on the “Status Reports” link within the appropriate project on the project’s landing page.

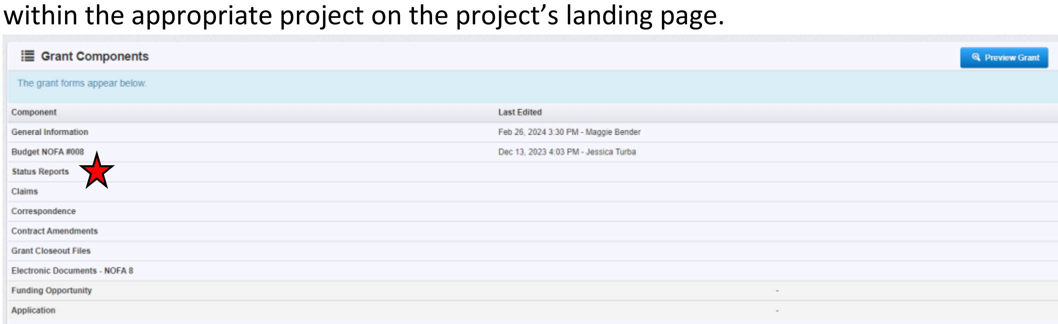


Figure 53 Individual project Grant Tracking page. Click on “Status Reports” link to start a Status Report

Click the applicable status report for the corresponding quarter, as it should already be there for you in “Editing” status. Do not create a new status report.

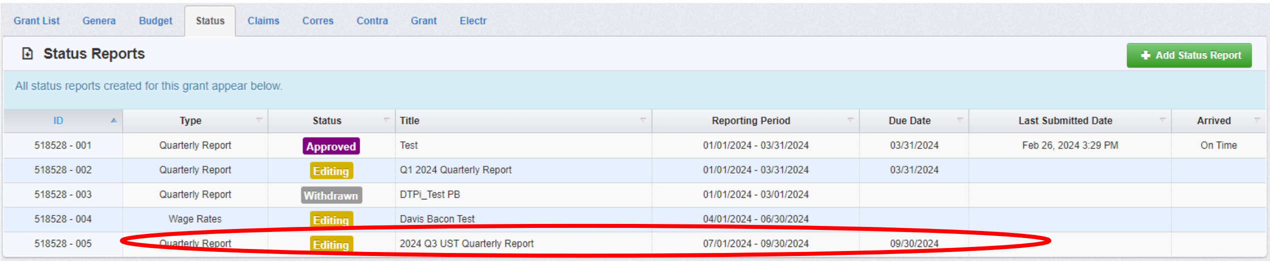


Figure 54 Click the Status Report for the applicable quarter

Click “Edit Status Report.”

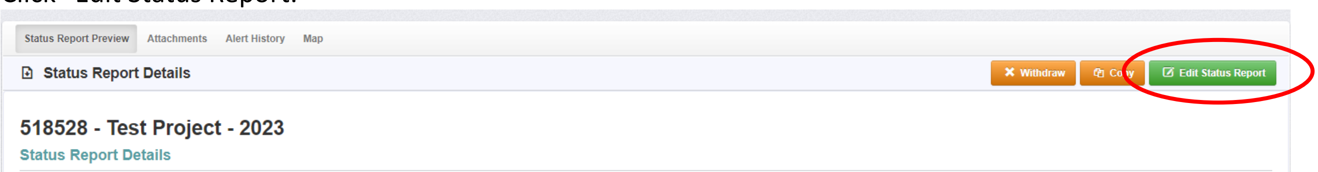


Figure 55 Click on “Edit Status Report”

After selecting “Edit Status Report” from the previous screen, the landing screen will show a list of two items that need completion before submittal: General Information and NOFA 8 Quarterly Status Report. After completion of each section, a check mark will appear in the column titled “Complete?”. The General Information section will likely already have the check mark in the completion column, however, confirming details and updating any outdated information is encouraged. Click on the “NOFA 8 Quarterly Status Report” link to get started.

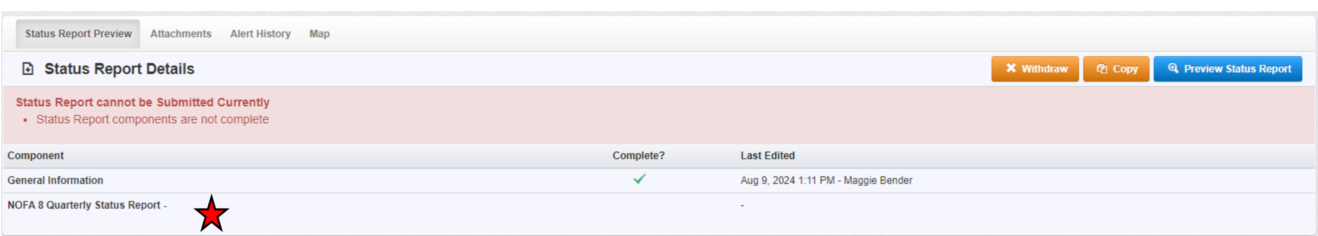


Figure 56 Click on “NOFA 8 Quarterly Status Report”

To begin, click “Edit Form” in the top right corner.

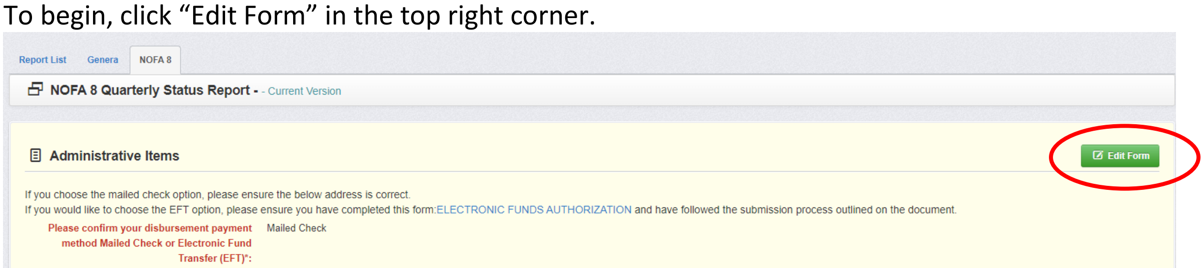
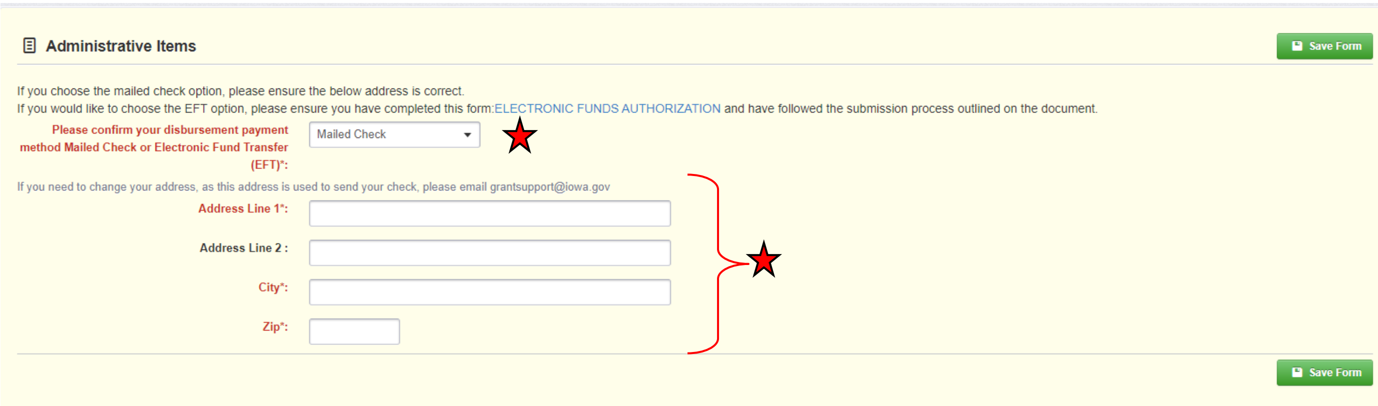


Figure 57 Click on “Edit Form”

Next, fill out the “Administrative Items” section by completing the following:

- Confirm your disbursement payment method: Mailed Check or Electronic Fund Transfer (EFT)
  - If you would like to choose the EFT option, please ensure you have completed this form: ELECTRONIC FUNDS AUTHORIZATION and have follow the submission process outlined on the document
- Complete the address information
  - If you need to change your address, please email grantsupport@dom.iowa.gov


Administrative Items

Save Form

If you choose the mailed check option, please ensure the below address is correct.
If you would like to choose the EFT option, please ensure you have completed this form:ELECTRONIC FUNDS AUTHORIZATION and have followed the submission process outlined on the document.

Please confirm your disbursement payment method Mailed Check or Electronic Fund Transfer (EFT)*: Mailed Check

If you need to change your address, as this address is used to send your check, please email grantsupport@iowa.gov

Address Line 1*:

Address Line 2 :

City*:

Zip*:

Save Form

Figure 58 Complete “Administrative Items” section

Following completion of the administrative items, you will move on to the “Grant Progress Updates” section. Here you will list the number of units for each section to accurately describe the number of locations that can be serviced by your project **after project completion** as defined below:

1. Number of Residential Locations: A residential location is defined by the FCC as a location that is or contains “housing units” or “group quarters” based on the U.S. Census Bureau’s definition of these terms. For all locations identified as “residential,” the Recipient must also document the total number of “housing units” at that location.
2. Number of Housing Units: A housing unit is defined by the Census Bureau as a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. Multiple housing units in a single structure at a single street address or latitude/longitude point, such as apartment buildings, must be reported in a single record. Recipients should include the number of units of the building in the Number of Housing Units field. Please note that beginning October 2022, recipients will be required to provide latitude/longitude information that conforms with location information in the FCC’s Broadband Serviceable Location Fabric (Fabric) and should report multiple housing units in a single structure in a single record with a single latitude/longitude consistent with the data in the Fabric. While the Census Bureau does not classify group quarters, such as college dormitories, as housing units, the FCC has determined to include group quarters in the definition of residential structures, which is a departure from the previously-used definitions, because they believe this will be more consistent with the intention of the Broadband DATA Act.
   a. Note: **Housing Units should always be greater than or equal to Residential Units**. Please review the above definition of Housing Units to ensure your input is accurate.
3. Number of Business Locations: A business location is defined as a non-residential structure on a

property without residential locations that would expect to demand internet access services. Recipients should only report the locations of businesses that they would expect to demand mass market broadband Internet access service, which typically are small businesses. Recipients should not report the locations of larger businesses that purchase or would be expected to purchase dedicated high-capacity transmission services, such as business data services (also known as special access). For purposes of deciding what business locations "count," recipients should consider the nature of the service offered to the location. A "small business" would typically subscribe to mass market "best efforts" broadband Internet access service. This does not mean the business actually is subscribing to this service, but rather this is a location where the carrier is commercially offering mass market broadband Internet access service to end users and would provide this type of service if the customer requested it, with no charges or delays attributable to the extension of the network of the provider. This includes the initiation of fixed broadband internet access service through routine installation that can be completed not later than 10 business days after the date on which the service request is submitted.

4. Number of Community Anchor Institutions: A community anchor institution means an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

Additionally, you must provide quarterly progress updates to obligated broadband serviceable locations on the interactive Iowa Broadband Reporting Portal, and you will be prompted to check a box confirming you have done so each quarter. Quarterly reporting instructions are available on the Iowa Broadband Reporting Portal found here.

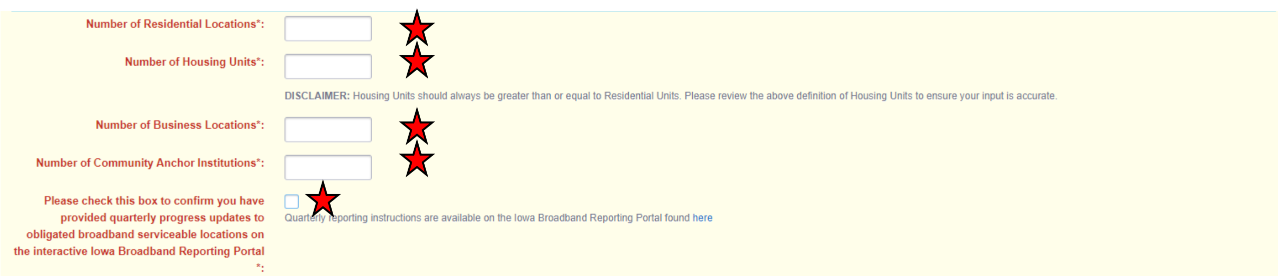


Figure 59 Complete the "Grant Progress Updates"

Next, you will complete the Project Update section by answering the following questions:

- Provide a brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs
- At time of submission of this Quarterly Report, is your grant funded project complete?
  - If yes, you will be prompted to answer the following questions:
    - When was the actual construction completion date?
    - Have operations been initiated?
      - If yes, you will be prompted to provide the actual initiation of operations date
      - If no, you will be prompted to provide the projected initiation of operations date and to provide an explanation as to why they have not yet been initiated
    - What are the total miles of fiber that were deployed?
  - If no, you will be prompted to answer the following questions:
    - When is the projected construction start date?

        - When is the projected construction completion date?
        - Has your expected completion date changed?
        - When is the projected initiation of operations date?
- At time of submission of this Quarterly Report, how complete is your grant funded project?
    - Options include Not Started, Completed Less than 50%, Completed 50% or More, Completed, or Cancelled
- At time of submission of this Quarterly Report, has construction started?
    - If yes, you will be prompted to provide the actual construction start date
- Please provide reasoning for any delays in your project
- Are you seeing any significant cost overages?
- Have you, or do you plan on, requesting an Advanced Payment Claim for 50% or less than your total award?
    - If yes, you will be prompted to provide which quarter you expect to submit your advance payment claim
- Reimbursement claims can only be submitted once your project has been fully completed. When do you expect your project to be fully completed?
- Does this project utilize other federal funding?
    - If yes, you will be prompted to enter any other federal funding
- Is CPF used as a State's non-federal share (also known as "matching funds") for certain other federal programs as specifically permitted under statute?
    - If yes, you will be prompted to answer the following questions:
        - Please provide the Program Name and Assistance Listing of the other federal program that is being matched, as well as statutory citation permitting CPF funds to be used as non federal matching funds
        - Please provide the total amount of CPF funds being used as matching funds
        - Please provide a brief description of the project, including the total anticipated costs for the project from all funding sources

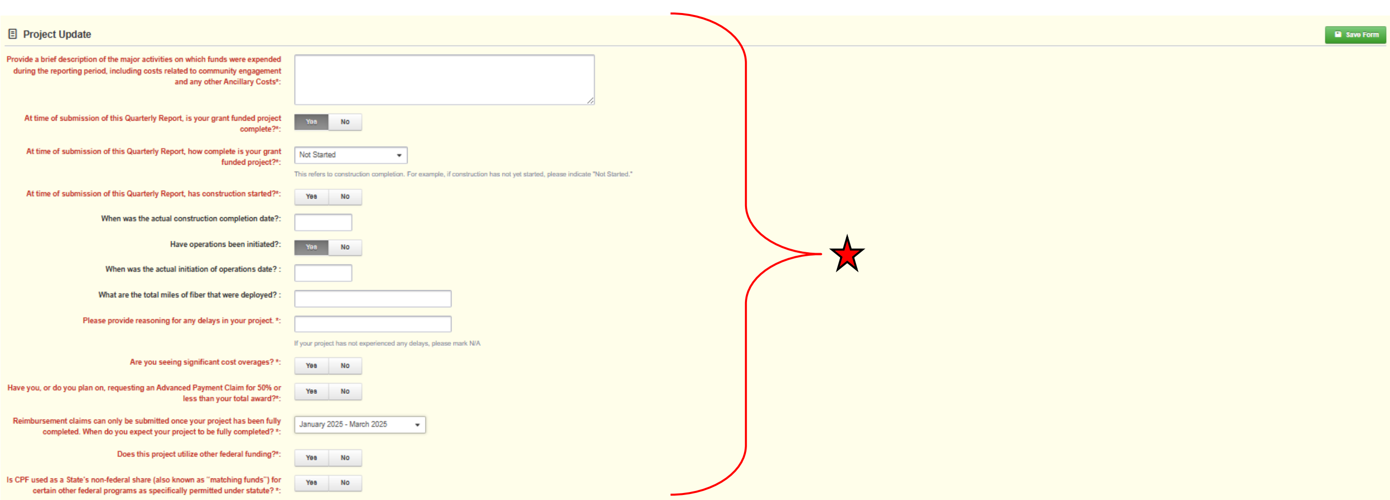


Figure 60 Complete the "Project Update" section

Finally, you will confirm participation in the Affordable Connectivity Program and that you are offering customers in your completed project area assistance with enrollment or to any successive program to the Affordable Connectivity Program ("ACP") to the extent that one is available. If not available, Grantee confirms they will participate in the future if ACP is reactivated or if Congress creates a successor. Once complete, click "Save Form."

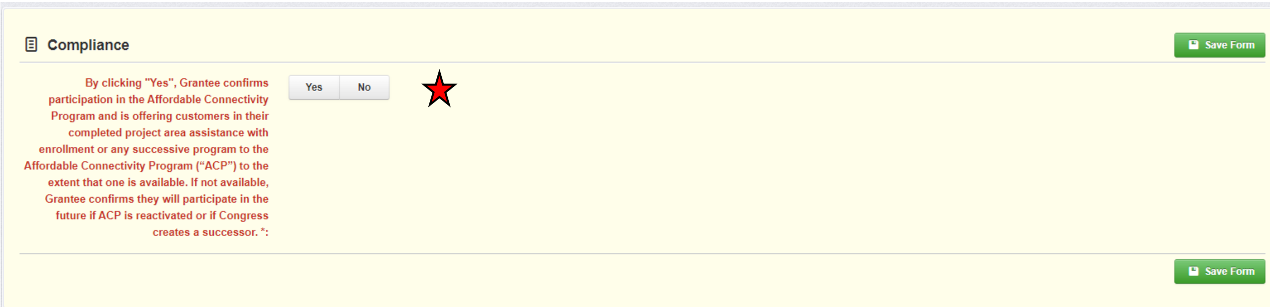


Figure 61 Confirm ACP Participation

The screen will lock in the changes the Grantee made to the page. Once all questions with a red asterisk have been addressed, click on "Mark as Complete" to finish this section.

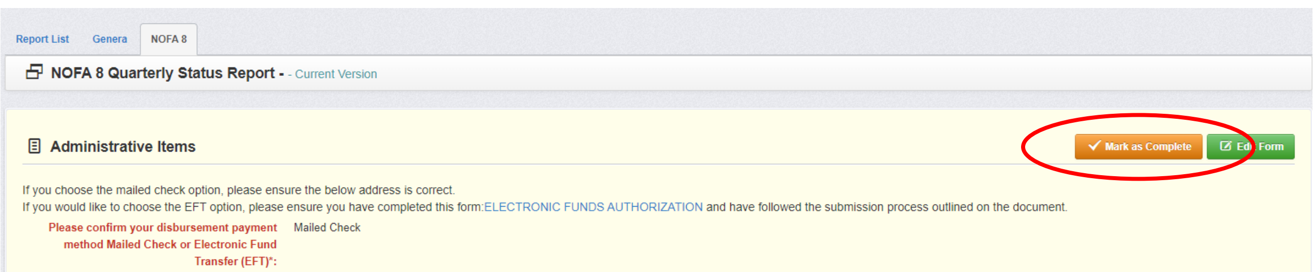


Figure 62 Click "Mark as Complete"

After clicking "Save Form" and "Mark as Complete," you should see two check marks on the screen. To finalize submission of the status report, complete the following:

1. Double-check to make sure two check marks appear under the "Complete?" column.
2. Click on "Submit Status Report" on the right-hand side of the Components table.

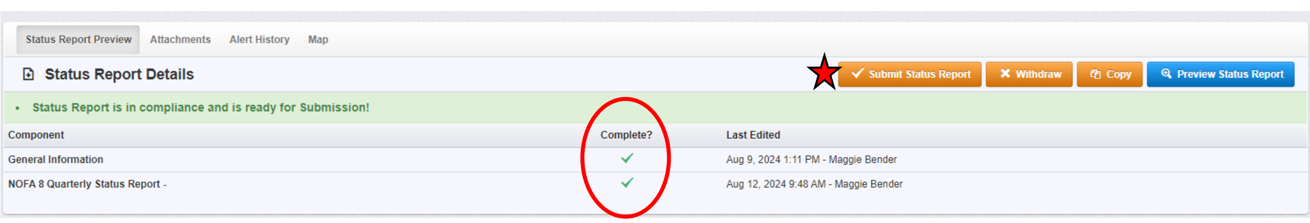


Figure 63 Confirm two check marks Under "Complete?" column before submitting the Status Report

Click "Submit" on the pop-up that asks you to confirm if you are ready to submit this status report.

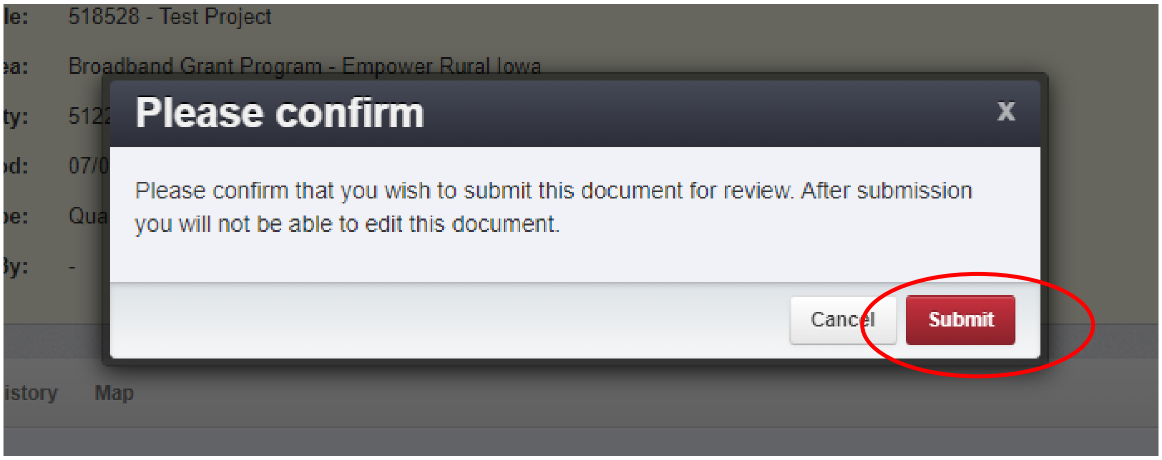


Figure 64 Confirm Status Report Submission

Completing the Quarterly Report on ArcGIS

As confirmed in the IowaGrants Quarterly Report, Grantees will use the Iowa Broadband Reporting Portal to provide quarterly progress updates to obligated broadband serviceable locations. An interactive map will be available for each project displaying all obligated locations.

Each location can have a progress status of accepted (not started), in progress, or fieldwork completed. Quarterly, grantees will be required to report that there has been "no change" to locations or that the status of locations have been "changed on the map." Each quarter that there is a change to one or more locations, the progress status should be changed for said location(s). Quarterly reporting instructions are available on the Iowa Broadband Reporting Portal under the "Reporting Instructions" tab found here: https://broadband-iowa.hub.arcgis.com/pages/reporting-instructions

Users will use the username currently used by the Iowa Grants System but requires the username to be linked and activated. If you do not already have access to the Iowa Broadband Reporting Portal, please contact us via the IowaGrants Correspondence Portal to set up your account.

In some cases, the person who is the primary contact for the grant is not the person who will be completing the reporting. If you would like someone other than the primary grant contact to complete the project reporting, please contact us via the IowaGrants Correspondence Portal. If the reporting contact does not have an account registered with https://id.iowa.gov, they will first need to create an account on https://id.iowa.gov, then notify DOM, so the user can be registered with the Iowa Broadband Reporting Portal and activate the account.

Davis Bacon Reporting

For projects receiving $5 million or more in CPF funding, a recipient is required to comply with Davis Bacon. Compliance may be met by providing certifications or completing an alternative report on a quarterly basis via IowaGrants.

Completing the Davis Bacon Report

Each quarter, applicable Grantees will be notified when the Davis Bacon Report is live, along with the due date in which you must complete and submit the report by. Follow this step-by-step guide for help on how to submit a Davis Bacon Report in the IowaGrants.gov system.

To submit a Davis Bacon report within the IowaGrants.gov system, click on the “Status Reports” link within the appropriate project on the project’s landing page.

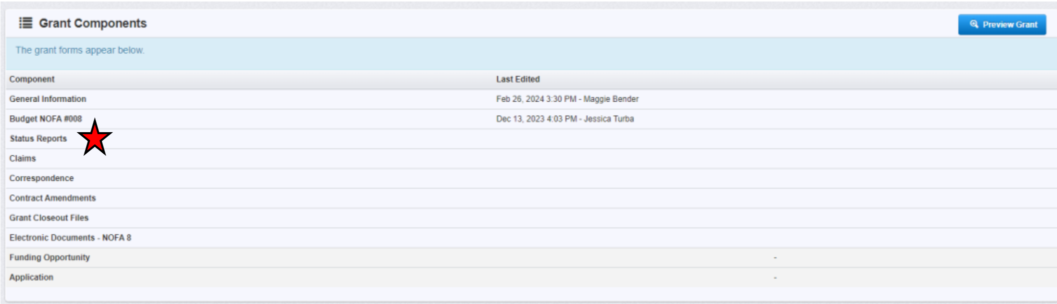


Figure 65 Individual project Grant Tracking page. Click on "Status Reports" link to start a Status Report

Click the applicable Davis Bacon report for the corresponding quarter, as it should already be there for you in "Editing" status. Do not create a new status report.

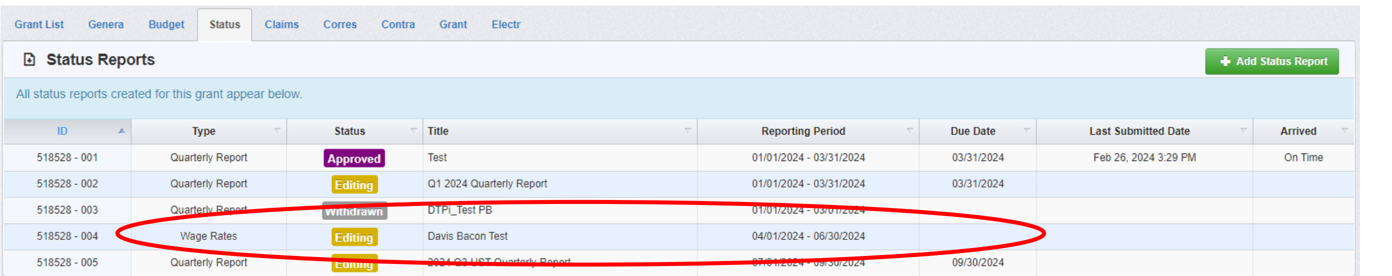


Figure 66 Click on the applicable Davis Bacon Report

Click "Edit Status Report."

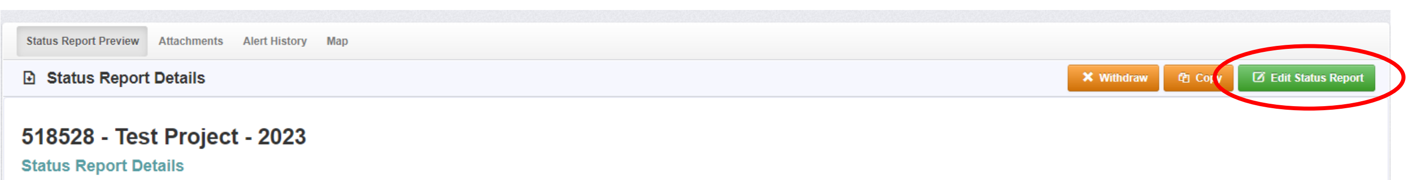


Figure 67 Click "Edit Status Report"

After selecting "Edit Status Report" from the previous screen, the landing screen will show a list of two items that need completion before submittal: General Information and 8. After completion of each section, a check mark will appear in the column titled "Complete?". The General Information section will likely already have the check mark in the completion column, however, confirming details and updating any outdated information is encouraged. Click on the "8" link to get started.

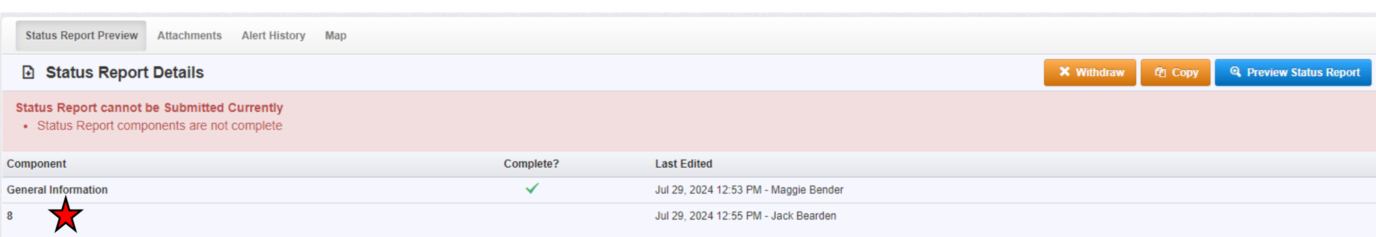


Figure 68 Click "8"

To begin, click "Edit Form" in the top right corner.

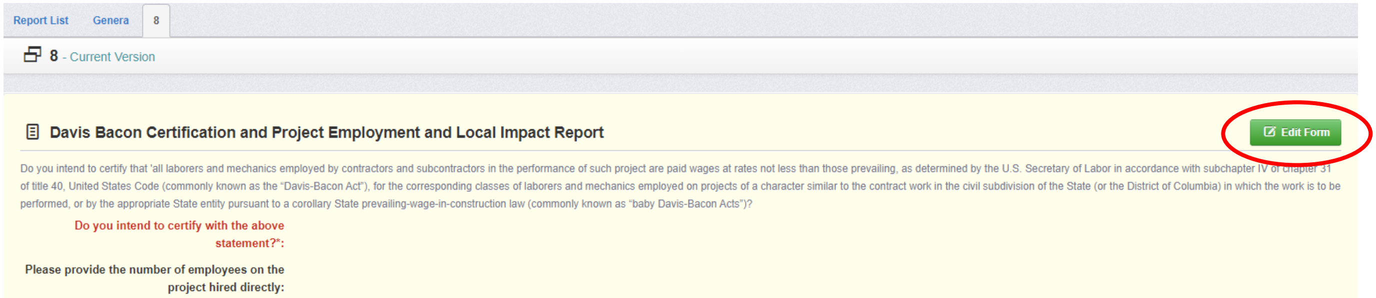


Figure 69 Click "Edit Form"

Next, you will be asked to complete the Davis Bacon Certification and Project Employment and Local Impact Report by answering whether you certify the following:

- Do you intend to certify that 'all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts")?

If yes, you will not be asked any further questions and can proceed to the next section. If no, answer the following questions:

- Please provide the number of employees on the project hired directly
- Please provide the number of contractors and sub-contractors working on the project
- Please provide the number of employees on the project hired through a third party
- Are any of the wages at rates less than those prevailing?
- Please provide the wages and benefits of workers on the project by classification

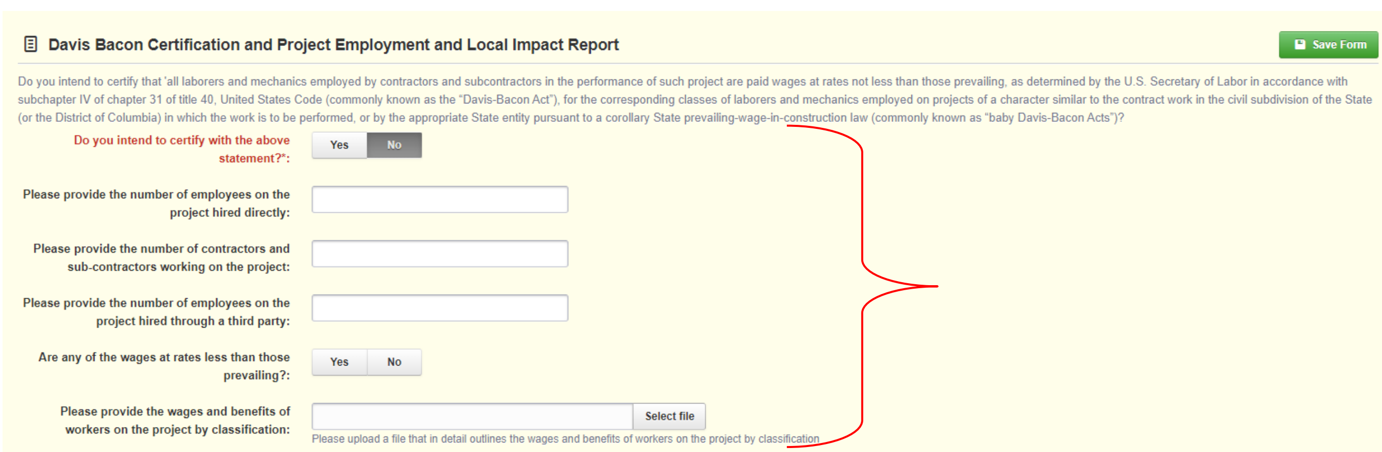


Figure 70 Complete the Davis Bacon Certification and Project employment and Local Impact Report

Next, you will complete the Certification for Labor Agreements and Project Workforce Continuity Plan by answering whether you certify the following:

- Do you intend to certify that 'the indicated project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C.158(f)).

If yes, you will not be asked any further questions and can proceed to the next section. If no, answer the following questions:

- Please explain how you will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project, including a description of any required professional certifications and/or in-house training, registered apprenticeships or labor-management partnership training programs, and partnerships like unions, community colleges, or community-based groups
- Please explain how you will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project
- Please explain how you will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30)?
- Will workers on the project receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market?
- Does the project have a completed project labor agreement?

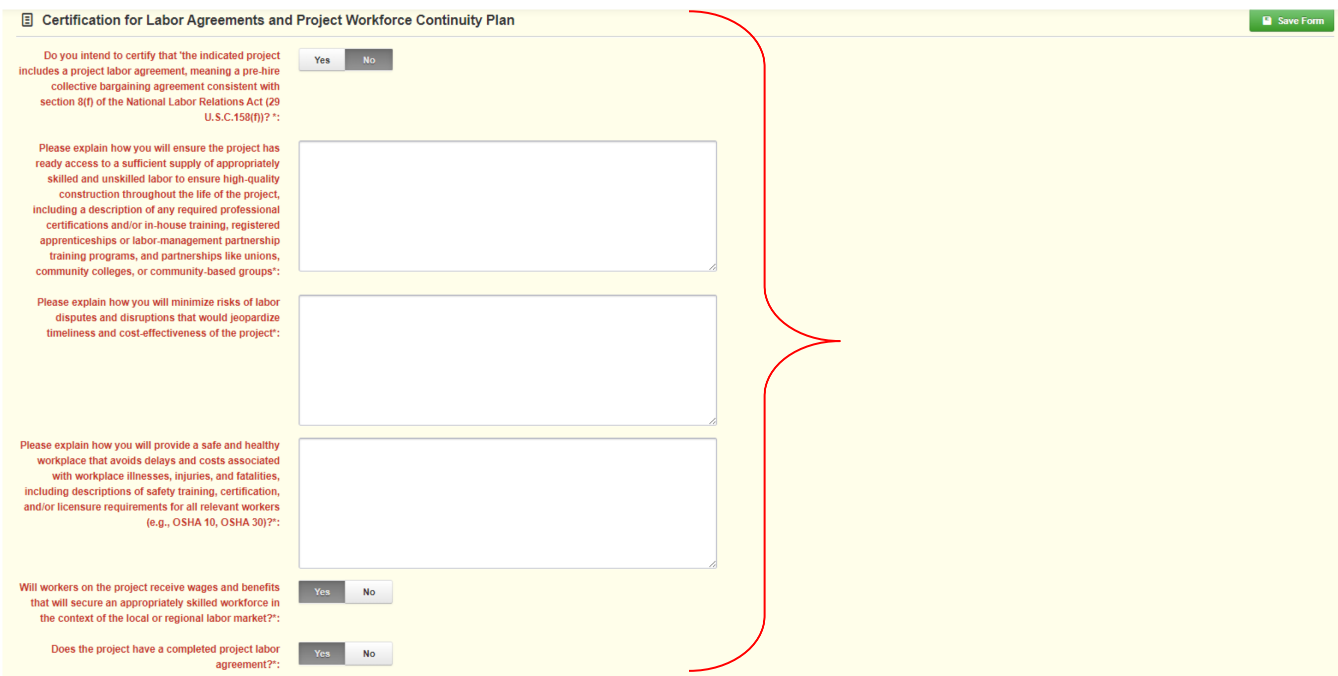


Figure 71 Complete the Certification for Labor Agreements and Project Workforce Continuity Plan

Finally, you will complete the “Additional Questions” section by answering two questions:

1. Does the project prioritize local hires?
2. Does the project have a Community Benefit Agreement?
    a. If yes, provide a description of the Community Benefit Agreement

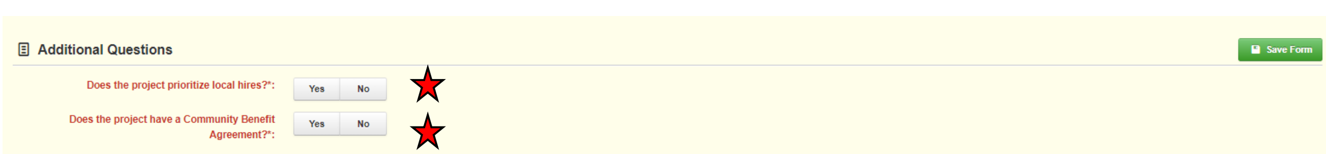


Figure 72 Answer the Additional Questions

The screen will lock in the changes you made to the page. Once all questions with a red asterisk have been addressed, click on “Mark as Complete” to finish this section.

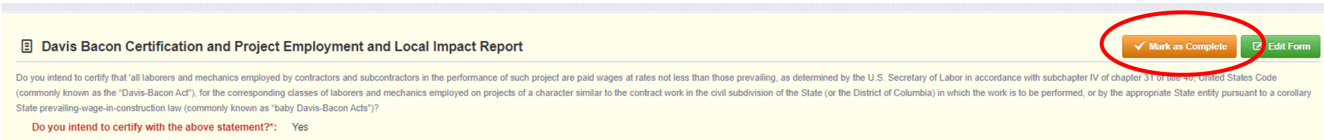


Figure 73 Click “Mark as Complete”

After clicking “Save Form” and “Mark as Complete,” you should see two check marks on the screen. To finalize submission of the status report, complete the following:

1. Double-check to make sure two check marks appear under the “Complete?” column.
2. Click on “Submit Status Report” on the right-hand side of the Components table.

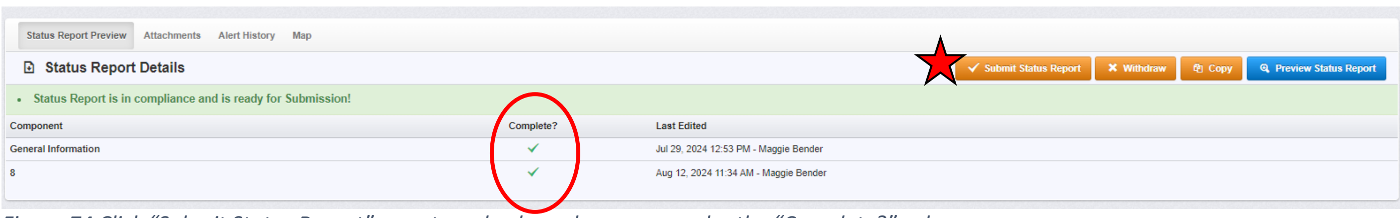


Figure 74 Click “Submit Status Report” once two check marks appear under the “Complete?” column

Click “Submit” on the pop-up that asks you to confirm if you are ready to submit this status report.

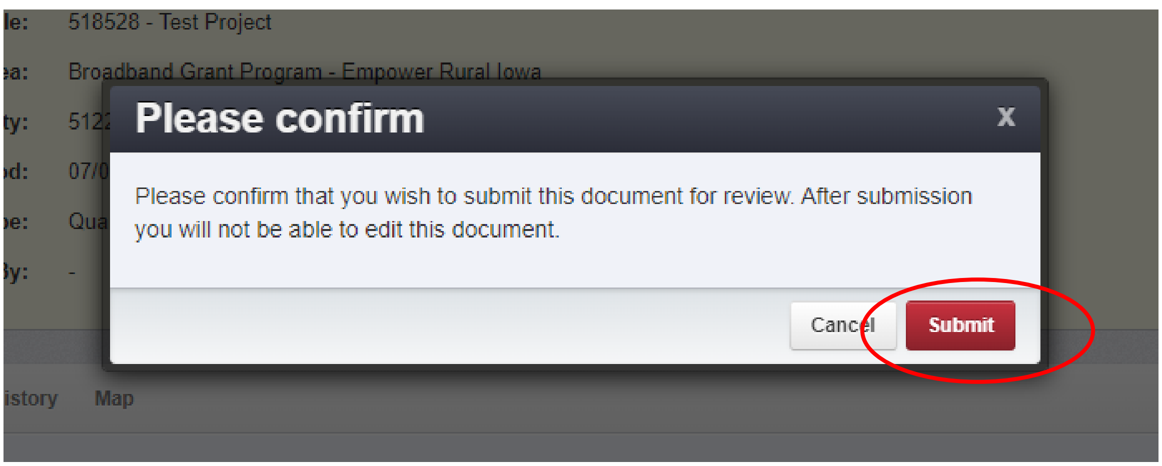


Figure 75 Confirm Davis Bacon Report Submission

Contact Information

Correspondence Portal

Correspondences will be sent through the Correspondence Portal within the IowaGrants.gov system. This can be found by clicking on “Correspondence” within your Grant Components.

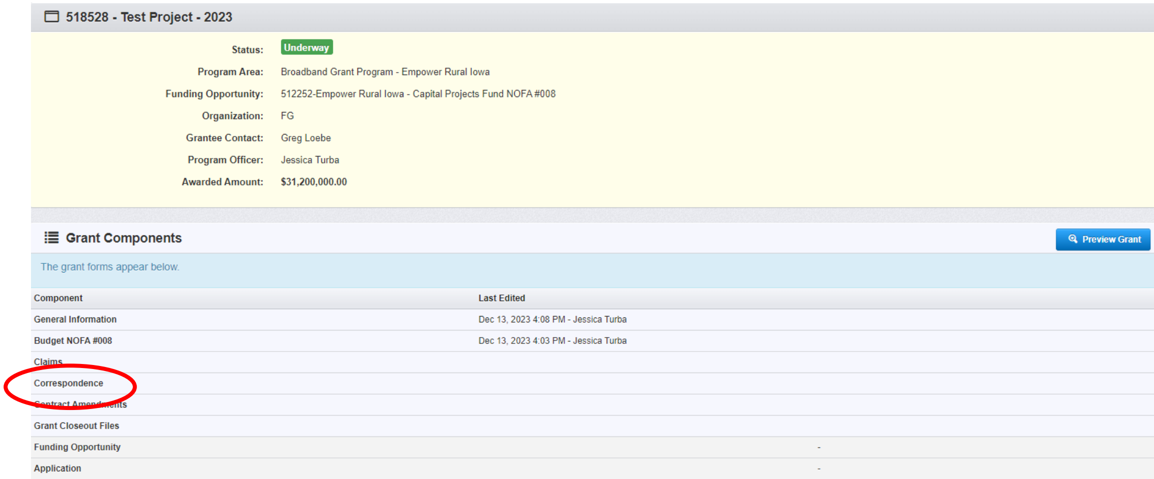


Figure 76 Grant components

To write a message, click the “+ Add Grantee Correspondence” button in the top right corner.

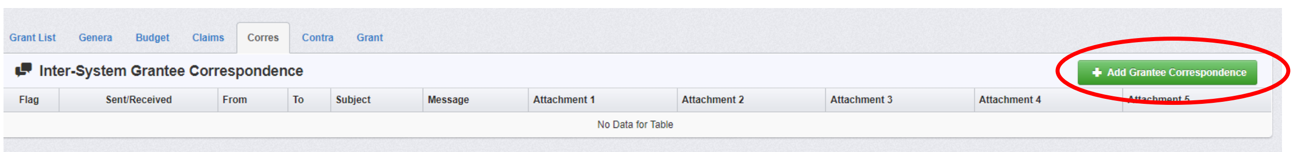


Figure 77 Click “+Add Grantee Correspondence”

Complete the following fields:

1. To*: Who the message will be sent to
    a. Please include “RSM Program Manager” in all correspondences
2. CC: Add any other contacts not included in the drop-down list of options
3. Subject: Add a subject to the message
4. Message: Type the message here
5. Attachments: Upload up to five attachments, if applicable, by clicking “Select File”
6. Click “Send Correspondence”

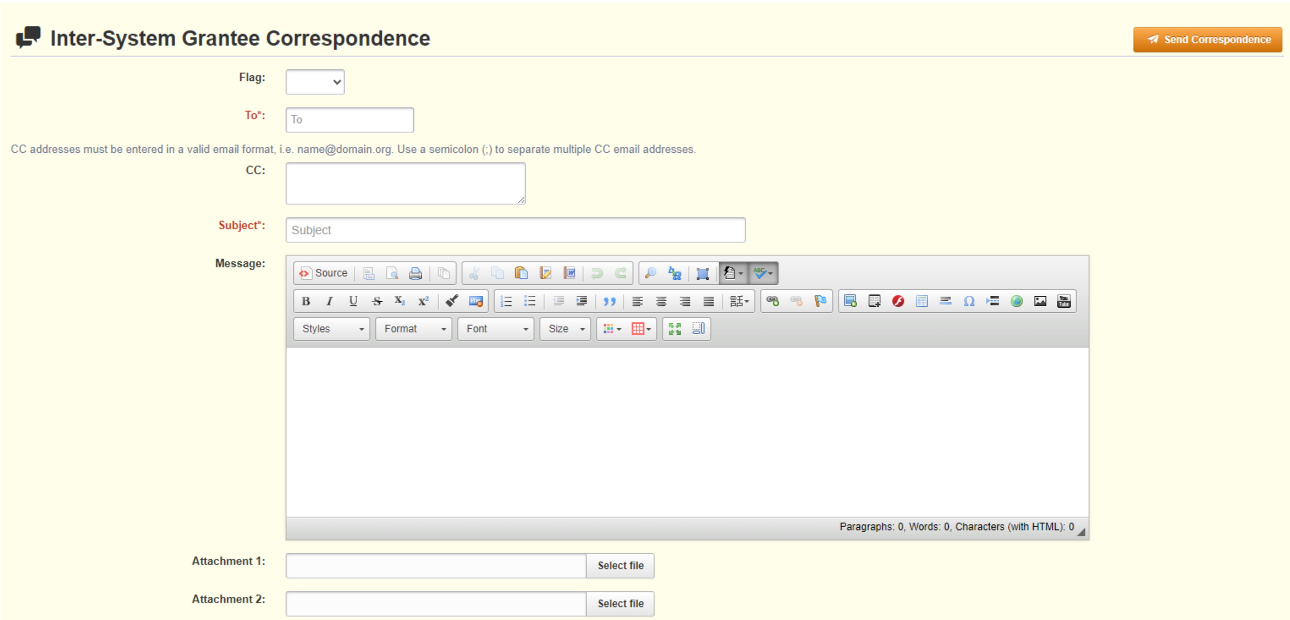


Figure 78 Correspondence portal messaging

Iowa Broadband Program Agency Contact Information:

If you have questions, please email DOM at: grantsupport@dom.iowa.gov or call (515) 281-5503.

Department of Management, Division of Information Technology, State of Iowa

200 East Grand Avenue

Des Moines, IA 50309