

**OFFICE OF THE CHIEF INFORMATION OFFICER  
OF THE STATE OF IOWA (“OFFICE”)**

**Broadband Grants Program—Empower Rural Iowa, Emergency  
Broadband Expansion Program**

**NOTICE OF FUNDING AVAILABILITY (“NOFA”) #003**

**(Exhibit A)**

## NOFA Table of Contents

<b>SECTION 1—Program Overview/Administrative Issues</b>	<b>3</b>
<b>SECTION 2—Form and Content of Applications</b>	<b>25</b>
<b>SECTION 3—Scoring Methodology</b>	<b>31</b>
<b>SECTION 4—Review/Award Process</b>	<b>38</b>
<b>SECTION 5—Grant Agreement Terms and Conditions</b>	<b>41</b>
<b>SECTION 6—Attachments</b>	<b>42</b>
<b>SECTION 7—Links</b>	<b>43</b>

## SECTION 1—Program Overview/Administrative Issues

**1.1. Purpose.** Governor Reynolds has authorized the allocation and expenditure of **\$50,000,000** from the CARES Act Coronavirus Relief Fund (“**CARES Act Funds**”) to address the increased need for internet connectivity due to the COVID-19 pandemic. Likewise, pursuant to Section 16 (Public Health Disaster Emergency Grants) of 2020 Iowa Acts, Senate File 2400, the Office of the Chief Information Officer (“**OCIO**” or “**Office**”) is afforded significant flexibility in administering the disbursement of CARES Act Funds to Communications Service Providers to Facilitate Broadband service in this State. *Id.* (“Notwithstanding section 8B.11 and any rules adopted by the office of the chief information officer pursuant to chapter 8B, the office of the chief information officer may provide grants of federal moneys obtained as a result of the public health disaster emergency proclaimed by the governor on March 17, 2020, to communications service providers to install broadband infrastructure in this state or facilitate broadband service in this state so long as the office of the chief information officer complies with the federal requirements for the use of the federal moneys.”).<sup>1</sup> **For the avoidance of doubt, this funding opportunity does not utilize any available state funds, which funds will be Awarded and distributed pursuant to a separate funding opportunity, and this is a one-time-funding opportunity leveraging federal CARES Act Funds.**

Consistent with the foregoing, the Office is seeking Proposals from Responsible Applicants to provide or incentivize expansion and adoption of a minimum of consistent and reliable 25/3 Broadband or 100/20 Broadband, as applicable, to unserved Broadband Units or Non-Adopters located in the State of Iowa in a manner that provides the best value to or is to the greatest benefit of the State by providing the greatest overall impact in furthering telework, telehealth, distance learning, and other remote services in connection with the COVID 19 pandemic. Provided there is a demonstrable nexus to the COVID 19 pandemic, including a nexus to furthering telework, telehealth, distance learning, and other remote services, Applicant’s proposals may accomplish this in one of two of the following ways, or through a combination of both or either of the following:

- 1.1.1. By reducing or eliminating unserved Broadband Units in the State through the installation of Broadband Infrastructure that Facilitates Broadband service at or above 25/3 Broadband or 100/20 Broadband, as applicable (“**Infrastructure Project(s)**”).
- 1.1.2. By providing Broadband service subscription discounts to Non-Adopters to reduce barriers to adoption and encourage subscription to 25/3 Broadband or faster (“**Adoption Projects**”).

This Empower Rural Iowa, Emergency Broadband Expansion Program (“**Program**”) will benefit residents and businesses as the need for distance learning, telework, telehealth, and other remote services continues due to the COVID-19 pandemic.

---

<sup>1</sup> Consistent with Section 16 of 2020 Iowa Acts, Senate File 2400, except where otherwise expressly noted herein, the eligibility requirements and procedures governing this application process shall be *solely* as set forth in this NOFA #003, including any corresponding attachments referenced or incorporated herein. For the avoidance of doubt, unless and except as otherwise expressly stated herein, the statutory and regulatory requirements of Iowa Code section 8B.11, Iowa Administrative Code chapters 129—20 and 22, or any other similar or related statutory or regulatory requirements, shall not apply to or govern this Emergency Program.

**1.2. Definitions.** Unless otherwise and in addition to any other terms defined herein, capitalized terms shall have the meaning ascribed to them under Iowa Code chapter 8B and Iowa Administrative Code rule 129—22. In addition, the following terms shall be ascribed the following meaning:

1.2.1. **“25/3 Broadband”** means twenty-five (25) megabits per second of download speed and three (3) megabits per second of upload speed. As of the date of issuance of this NOFA, these were the download and upload speeds, respectively, identified by the federal communications commission pursuant to section 706 of the federal Telecommunications Act of 1996, as amended.

1.2.2. **“100/20 Broadband”** means one-hundred (100) megabits per second of download speed and twenty (20) megabits per second of upload speed.

1.2.3. **“Allowable Expenditure(s)”** means, as it relates to Infrastructure Projects, specific types/categories of expenditures Applicants/Grantees may include in their Total Project Cost, and for which Applicants/Grantees may seek and receive payment from the Office. Examples of permissible categories of Allowable Expenditures are more fully defined and identified in the Budget Plan. Notwithstanding anything herein or in the Budget Plan to the contrary, Allowable Expenditures may only include expenditures:

1.2.3.1. Directly related to the installation of Broadband Infrastructure that Facilitates a minimum 25/3 Broadband in Census Blocks identified in the Application/forming the basis of the Project;

1.2.3.2. Directly related to furthering telework, telehealth, distance learning, and other remote services in connection with the COVID-19 pandemic;

1.2.3.3. That are identified as eligible expenditures pursuant to any Cares Act Requirements;

1.2.3.4. That comport, comply, or are otherwise consistent with the **“Scope of Allowable Uses of Coronavirus Relief Fund Grant”** addendum to the Broadband Agreement attached hereto;

1.2.3.5. Incurred after the period established by the CARES Act Requirements, which period as of the issuance date of this NOFA began **March 1, 2020**;

1.2.3.6. Incurred prior to the Project Completion Date.

Allowable Expenditures may not include expenditures (in other words, **“Disallowed Expenditure(s)”**) that are:

1.2.3.7. Related to land buildings, structures, improvements, or equipment not directly used in the transmission of data via Broadband;

1.2.3.8. Related to the process of removing existing Broadband Infrastructure,

fixtures, or other real property in preparation of the installation of new Broadband Infrastructure forming the basis of the Project;

- 1.2.3.9. Indirect labor costs or administrative overhead;
  - 1.2.3.10. Passthrough expenditures with respect to subcontractors or other third parties operating on an Applicant's behalf to the extent they are not the result of arm's length transactions or are not reflective of fair-market rates;
  - 1.2.3.11. Identified as ineligible expenditures pursuant to any Cares Act Requirements;
  - 1.2.3.12. Inconsistent with or not permitted by the "**Scope of Allowable Uses of Coronavirus Relief Fund Grant**" addendum to the Broadband Agreement attached hereto.
- 1.2.4. "**Applicant(s)**" means a Communications Service Provider submitting an Application in response to this NOFA.
- 1.2.5. "**Application(s)**" means a Communications Service Provider's application in response to this NOFA and which requests grant funds made available pursuant to and in accordance with the terms, conditions, and requirements of this NOFA, including any corresponding attachments, exhibits, or schedules submitted in connection therewith. An Application may describe a Broadband Adoption Project, a Broadband Infrastructure Project, or combination of both or either.
- 1.2.6. "**Application Checklist**" means the checklist submitted as part of an Application designed to assist Applicants and the Office in ensuring Applicants have completed and submitted all forms, materials, and information required by this NOFA. This checklist is labeled as "**Exhibit H.**"
- 1.2.7. "**As of Date**" means the as of date of the broadband availability maps and corresponding data sources utilized by the Office in determining whether a Communications Service Provider offers or Facilitates 25/3 Broadband in a particular Census Block as of the As of Date and underlying the Broadband Availability Map in effect on the date of the issuance of this NOFA. On the date of the issuance of this NOFA, the As of Date was June 30, 2018. Put another way, the Broadband Availability Map in effect as of the date of the issuance of this NOFA reflects the availability of 25/3 Broadband in Iowa as of June 30, 2018.
- 1.2.8. "**Authorized Contact**" or "**Authorized Official**" means an individual identified by an Applicant, in writing, who is authorized to respond to inquiries and make binding decisions on behalf of and for an Applicant in connection with an Application or Grant Agreement.
- 1.2.9. "**Award(ed)**" means an award of grant funds made available pursuant to this NOFA to an Applicant following the Office's review, scoring, and selection of an

Applicant in accordance with the terms, conditions, and requirements of this NOFA.

- 1.2.10. **“Broadband Adoption Project”** or **“Adoption Project”** means a Project that will provide Broadband service subscription discounts for 25/3 Broadband or faster to Non-Adopters.
- 1.2.11. **“Broadband Availability Map”** means a statewide map generated which identifies whether a Communications Service Provider offered or Facilitated 25/3 Broadband in a particular census block as of the As of Date, and which thereby identifies whether a census block is a Targeted Service Area. For purposes of this Emergency Program and for the avoidance of doubt, whether an area constitutes a Targeted Service Area will be based on Version 2 of the Statewide Broadband Availability Map (**“Version 2 Map”**), available at: <https://ocio.iowa.gov/broadband-availability-map-version-2>. **For purposes of this Emergency Program, whether a Census Block constitutes a Targeted Service Area does not impact the eligibility of the Census Block to receive or utilize incentives available through this Emergency Program, but instead will be used to prioritize Projects as part of the scoring process.**
- 1.2.12. **“Broadband Grants Core Application”** or **“Core Application”** means the Excel Workbook entitled **“Broadband Grants Core Application”** which contains the central forms to be completed and submitted by an Applicant in connection this NOFA, including but not limited to the Project Worksheet, Qualitative Attributes Form, and Budget Plan.
- 1.2.13. **“Broadband Unit”** means a home, school, or business within a Census Block as of the As of Date. For Infrastructure Projects, including for purposes of determining data inputs for Application scoring and for holding Grantee’s accountable in enforcing resulting Grant Agreements, the number of Broadband Units within a Census Block as represented on the Broadband Availability Map in effect as of the date of issuance of this NOFA shall be determinative.
- 1.2.14. **“Budget Plan”** means the worksheet identifying the Allowable Expenditures and Total Project Costs forming the basis of a Broadband Infrastructure Project and submitted as part of an Application. This worksheet is labeled as **“Exhibit D”** in the Core Application Excel Workbook. See Section 1.5.2 (Total Project Costs), Section 2.2.6.3 (Budget Plan) and the Budget Plan for more detailed information on the budget process.
- 1.2.15. **“Census Block”** means a U.S. Census Bureau census block located in this state, including any crop operation located within the census block.
- 1.2.16. **“Certification, Authorization, and Release of Information Form”** or **“Certification/Release Form”** means the form submitted as part of an Application by which a representative of Applicant’s with legal authority to bind Applicant certifies to the Office the completeness, accuracy, truthfulness, performance capabilities, and satisfaction of key legal requirements of or related to the

Application or any subsequent performance should Applicant be Awarded grant funds and successfully execute a Grant Agreement with the Office, and which authorizes the Office, its officers, employees, agents, independent contractors, and the members of the Evaluation Committee to obtain information about Applicants from third parties, and which authorizes such third parties to supply such requested information to the Office. This form is labeled as “**Exhibit F.**”

- 1.2.17. “**Coronavirus Relief Fund Requirements**” or “**CARES Act Requirements**” means any and all laws, rules, regulations, procedures, guidance, reporting obligations, cost principles, audit requirements, procurement requirements and procedures, management standards or requirements of any kind, including applicable statutory or regulatory requirements or limitations governing the expenditure of CARES Act Funds, or any interpretations thereof or guidance related to the foregoing, including but not limited to:
- 1.2.17.1. Section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“**CARES Act**”).
  - 1.2.17.2. The Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments, including any updates or changes thereto (“**Treasury Guidance**”), which at the time of the publication of this NOFA was last updated on June 30, 2020 and were available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.
  - 1.2.17.3. The Coronavirus Relief Fund Frequently Asked Questions, including any updates or changes thereto (“**Treasury FAQ**”), which at the time of the publication of this NOFA was last updated as of July 8, 2020, and was available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>.
  - 1.2.17.4. Applicable provisions of Federal Uniform Guidance (2 C.F.R. Part 200), including but not limited to:
    - 1.2.17.5. 2 C.F.R. § 200.303 regarding internal controls;
    - 1.2.17.6. 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management;
    - 1.2.17.7. Subpart F regarding audit requirements, including where applicable 2 C.F.R. § 200.501(a).
  - 1.2.17.8. Any other specific grant award requirements set forth in any grant agreement or other similar document between the State of Iowa and federal government governing the use of CARES Act Funds or applicable to Projects receiving CARES Act Funds.

Because CARES Act Funds are being used, Awards issued by the Office will be sub-awards and the Office will be required to ensure compliance with applicable CARES ACT Requirements. As a result, these CARES ACT Requirements are incorporated by reference into this NOFA as if fully set forth herein, and shall be contractual obligations of any successful Applicant/Grantee ultimately Awarded CARES Act Funds hereunder.

- 1.2.18. **“Evaluation Committee”** means a group of individuals identified by the Office, in its sole discretion, who review and evaluate Applications and recommend grant Awards to the Office as part of its evaluation process.
- 1.2.19. **“Form 22”** means the form submitted as part of an Application requesting the confidential treatment of specifically identified information or materials submitted as part of an Application in accordance with the terms, conditions, and requirements of this NOFA. See Section 1.25 (Disposition of Applications/Public Records) for specific information regarding this process and the limitations associated therewith. This form is labeled as **“Exhibit G.”**
- 1.2.20. **“Iowa Grants System”** or **“Iowa Grants”** means the State of Iowa’s electronic grants management system through which Applicants may view and explore funding opportunities made available by State of Iowa agencies, and through which Applicants must submit Applications in response to such opportunities, including this NOFA. The Iowa Grants System is *available at*: <https://www.iowagrants.gov/index.do>.
- 1.2.21. **“Broadband Infrastructure Project”** or **“Infrastructure Project”** generally means a proposed installation of Broadband Infrastructure by a Communications Service Provider that Facilitates 25/3 Broadband or 100/20 Broadband, whichever is applicable, to unserved Broadband Units in one or more Census Blocks in a manner that demonstrably furthers telework, telehealth, distance learning, and other remote services objectives in connection with the COVID 19 pandemic. *See* Section 1.5.1 (Project Definition/Identification) for a comprehensive definition of **“Infrastructure Project”** and Section 2.2.6.1 (Project Worksheet) and the Project Worksheet for detailed instructions on how to identify a Project for purposes of this Program.
- 1.2.22. **“Grant Agreement”** means the contract, including any and all related exhibits, addenda, or similar attachments, entered between the Office and an Applicant Awarded funds by the Office pursuant to and in accordance with this NOFA, establishing the terms, conditions, and requirements governing the delivery, administration, and oversight of a Project for which grant funds have been Awarded. *See* Section 5 (Grant Agreement Terms and Conditions) for terms, conditions, and requirements related to the contracting process. The Grant Agreement required for purposes of this Emergency Program is labeled as **“Exhibit E.”**
- 1.2.23. **“Grantee”** shall have the same meaning ascribed to it under Iowa Administrative

Code rule 129—22, and generally means a Communications Service Provider Awarded grant funds by the Office pursuant to this NOFA.

- 1.2.24. **“Grants Management Policies and Procedures Guide”** means a policies and procedures guide to be issued by the Office, which guide will describe the financial, oversight, and administrative requirements, policies, and procedures the Office will require Grantee’s to follow in the Office’s administration of CARES Act Requirements.
- 1.2.25. **“Office”** or **“OCIO”** means the Office of the Chief Information Officer established by Iowa Code section 8B. Unless the context clearly suggests otherwise, references to the Office shall include the Evaluation Committee for purposes of interpreting and applying the terms and conditions of this NOFA.
- 1.2.26. **“Project”** generally means the activities described in the Application and may include a Broadband Adoption Project, a Broadband Infrastructure Project, or a combination of both or either. *See* Section 1.5 (Project Definition/Funding) for a comprehensive definition of “Project” and Section 2.2.6.1 (Project Worksheet) and the Project Worksheet(s), **Exhibits B** and **B.1** for Infrastructure Projects and Adoption Projects, respectively, for detailed instructions on how to identify a Project for purposes of this Program.
- 1.2.27. **“Project Worksheet(s)”** means the Worksheets submitted as part of an Application defining either or both of the following:
- 1.2.27.1. For Infrastructure Projects, the **“Infrastructure Worksheet”** through which Applicant defines the geographic Project boundaries and supplies the Office with several key data elements, to be utilized primarily by the Office in the quantitative aspects of reviewing, scoring, and ranking Applications. For Broadband Infrastructure Projects, this worksheet is labeled as **“Exhibit B”** in the Core Application Excel Workbook. For the purpose of clarity, Applicants are **NOT** required to complete the Infrastructure Worksheet if they are submitting an Application containing **ONLY** a Broadband Adoption Project.
- 1.2.27.2. For Broadband Adoption Projects, the **“Adoption Worksheet”** through which Applicant identifies the number of potential Non-Adopters to be utilized primarily by the Office in the quantitative aspects of reviewing, scoring, and ranking Applications as it relates to Adoption Projects. This worksheet is labeled as **“Exhibit B.1”** in the Core Application Excel Workbook. For the purpose of clarity, Applicants are **NOT** required to complete the Adoption Worksheet if they are submitting an Application containing **ONLY** a Broadband Infrastructure Project.
- 1.2.28. **“Qualitative Attributes Form”** means the form submitted as part of an Application defining key Project attributes and anticipated Project outcomes, to be primarily utilized by the Office in the qualitative aspects of reviewing, scoring, and

ranking Applications. This worksheet is labeled as “**Exhibit C**” in the Core Application Excel Workbook for Broadband Infrastructure Projects and as “**Exhibit C.1**” in the Core Application Excel Workbook for Broadband Adoption Projects.

- 1.2.29. “**Responsible Applicant**” means an Applicant that has the capability in all material respects to successfully complete and deliver a Project in accordance with the terms, conditions, requirements, and restrictions of this NOFA, and the resulting Grant Agreement if Awarded grant funds. In determining whether an Applicant is a Responsible Applicant, the Office may consider various factors including, but not limited to: the Applicant’s competence and qualifications to successfully complete and deliver a Project; the Applicant’s integrity and reliability; the past performance of the Applicant, including Applicant’s past contract terminations, litigation, debarments, compliance with applicable terms, conditions, or requirements, or timely completion of past projects; Applicant’s criminal history; Applicant’s financial stability; whether Applicant possesses or is likely able to obtain all of the necessary licenses, permits and/or approvals to provide Broadband in Iowa via the technology proposed in the Application; and the best interests of the Office, the Program, and the State. An Applicant’s inability to fully certify/attest to all of the items identified in the Certification Letter may result in the Office concluding an Applicant is not a Responsible Applicant.
- 1.2.30. “**Total Project Cost(s)**” means the total costs/expenditures comprising a Broadband Infrastructure Project, and for which Applicants/Grantees may seek and obtain payment from the Office. *See* Section 1.5.2 (Total Project Costs) for a comprehensive definition of Total Project Costs. Total Project Costs shall be as identified in the Budget Plan. To the extent of any conflict or inconsistency between the figure identified in the Budget Plan and anywhere else in an Application, the figure identified in the Budget Plan shall prevail.
- 1.2.31. “**Non-Adopter**” means a resident of the State of Iowa for whom 25/3 Broadband or faster service is available at the resident’s primary home residence as of the date of issuance of this NOFA or as a result of an Infrastructure Project component proposed as part of the same Application, but which resident does not subscribe to a minimum of 25/3 Broadband.

### 1.3. **Project Period/Contract Term.**

- 1.3.1. *Infrastructure Projects.* Communications Service Providers will be required to propose anticipated Project completion timelines, including, assuming the anticipated date of Award identified in the table set forth in Section 1.7 (Schedule of Important Dates), a final Project completion date (“**Infrastructure Completion Date**”). Grantees will be expected to complete their Projects by that represented Completion Date. The Completion Date will be used to determine whether a Grantee’s failure to complete a Project in a timely manner warrants a finding of whether a breach has occurred for purposes of any Grant Agreement executed between the Office and Grantee. Notwithstanding the foregoing:
- 1.3.1.1. Broadband Infrastructure Projects must be completed **as soon as**

**possible**, and subject to the following completion deadlines:

1.3.1.1.1. Fifty percent (50%) of the Project must be completed by no later than **December 30, 2020**.

1.3.1.1.2. The remaining fifty percent (50%) of the Project must be completed by no later than **July 1, 2021**.

Communications Service Providers will be expected to certify both fifty percent (50%) Project completion and one-hundred percent (100%) Project completion by the respective deadlines. Failure to do so may result in termination of the applicable Grant Agreement, and, to the extent of any prepayment, Grantee may be required to return any funds previously disbursed by the Office.

1.3.2. *Broadband Adoption Projects.* Adoption Projects must be completed by no later than December 1, 2020 (“**Adoption Completion Date**”), meaning that Non-Adopters for whom Communication Services Providers are eligible to receive grant funds under this NOFA have subscribed to 25/3 Broadband or faster by that date.

**1.4. Eligibility Requirements.** Applicants/Projects must meet each of the following eligibility requirements in order to be considered:

1.4.1. Persons eligible to submit Applications in accordance with this NOFA include any Communications Service Provider as defined by Iowa Code chapter 8B, including but not limited to private sector carriers, local governments, school districts, utilities, and other entities that provide or intend to provide Broadband service.

1.4.2. Projects may only consist of activities resulting in the delivery of Broadband within the geographic boundaries of the State of Iowa.

1.4.3. Projects must Facilitate or provide at least 25/3 Broadband service.

1.4.4. Infrastructure Projects that will Facilitate Broadband service at or above 100/20 Broadband, versus the minimum of 25/3 Broadband, may be eligible for a greater proportion of funds in relation to their Total Project Costs. *See* Section 1.5.1.2 (Funding for Infrastructure Projects). Projects must propose one consistent buildout speed, greater than or equal to 25/3 Broadband but less than 100/20 Broadband, or greater than 100/20 Broadband, and should not propose speeds within both speed thresholds. A Project that does propose varying speeds across different geographic areas and speed thresholds within a single Project will be deemed to Facilitate Broadband within the lower speed threshold for purposes of scoring Applications.

1.4.5. Projects must Facilitate Broadband Service through either or both of the following methods:

1.4.5.1. The installation of Broadband Infrastructure Projects that Facilitates 25/3 Broadband or faster to any unserved Broadband Units located within the State of Iowa.

- 1.4.5.2. By providing Broadband subscription discounts to Non-Adopters, which subscription discounts must be greater than or equal to the full payment (up to \$500) made by the Office to the Grantee hereunder.
- 1.4.6. Projects must directly further telework, telehealth, distance learning, and other remote services in connection with the COVID-19 pandemic.
- 1.4.7. In the case of Infrastructure Projects, proposed Projects must be shovel-ready, meaning both that the Project has not yet commenced into active buildout phases, but is ready for rapid deployment consistent with the following:
  - 1.4.7.1. Infrastructure Projects must be completed as soon as possible, but by no later than the deadlines set forth in Section 1.3 (Project Period/Contract Term).
  - 1.4.7.2. Applicants must certify that no portion of the proposed Infrastructure Project has already commenced construction or build out and that no portion of the proposed Infrastructure Project is related to existing Broadband expansion commitments or expenses that have been or will be reimbursed under any federal program or been awarded funding from prior State grant rounds.
- 1.4.8. In the case of Adoption Projects, Applicants must provide written assurance in the form of a certification that the Applicant will undertake reasonable efforts to ensure that Broadband subscription discounts are only made available to Non-Adopters who:
  - 1.4.8.1. Do not already qualify for or participate in the FCC's Lifeline Program for Low Income Consumers, *see, e.g.:*
    - 1.4.8.1.1. <https://www.fcc.gov/general/lifeline-program-low-income-consumers/>;
    - 1.4.8.1.2. <https://iub.iowa.gov/consumers/lifeline-telephone-assistance-program>; and
  - 1.4.8.2. Who otherwise reasonably lack the ability to adopt 25/3 Broadband or greater without a subscription discount as a result of unemployment, business closure, or other hardship (*e.g.*, an urgent need for telehealth, telework, or distance learning) related to the COVID-19 public health disaster emergency.

Applicants must describe the methodology by which they will make and document such determinations, including by way of example, how Applicants might:

- 1.4.8.3. Determine and document need as a result of COVID-19-related unemployment, business closure, or other hardship (*e.g.*, an urgent need for telehealth, telework, or distance learning) related to the public health

disaster emergency that resulted from or was exacerbated by the COVID-19 pandemic. This includes, for example, a process by which a Non-Adopter seeking to leverage a discount provides support to an Applicant that they are student, healthcare patient, or member of a remote workforce who qualifies for other government programs established in response to the COVID-19 pandemic.

1.4.8.4. Determine and document whether a Non-Adopter seeking to leverage the discount had recently subscribed to 25/3 Broadband or greater through a competing Communications Service Provider and elected to switch Communications Services Providers solely to take advantage of this Program absent any reasonable relationship to need that resulted from or was exacerbated by the COVID-19 pandemic.

1.4.9. The proposed technology must have demonstrable efficacy and broad consumer acceptance in the market including **consistent** and **reliable** Broadband service at or above the established speed thresholds and with minimal latency for the end user sufficient to support interactive applications (*E.g.*, video conferencing).

## 1.5. Project Definition/Funding.

### 1.5.1. *Infrastructure Projects.*

1.5.1.1. *Broadband Infrastructure Project Definition.* For purposes of Broadband Infrastructure Projects under this Program, Applicants must identify their Projects in terms of the Census Blocks within which their Projects will Facilitate 25/3 Broadband service or faster to unserved Broadband Units. *See* Section 2.2.6.1.1 (Infrastructure Projects) and the Infrastructure Worksheet for instructions on how to identify a Project by identifying each of the Census Blocks(s), by Census Block ID#(s), forming the basis of the Project using the Broadband Availability Map and identifying key related inputs from the Broadband Availability Map that will be used by the Office in the review, scoring, and ranking process.

1.5.1.2. *Funding for Infrastructure Projects.* For Infrastructure Projects, Applicants are required to state the estimated Total Project Costs forming the basis of their Project and the total amount of CARES Act Funds sought in connection therewith in the Budget Plan. The total amount of CARES Act Funds sought may not exceed:

1.5.1.2.1. Infrastructure Projects that will result in the installation of Broadband infrastructure that will Facilitate Broadband service at or above 100/20 Broadband, **fifty percent (50%)**, of the actual or originally estimated, whichever is less, Total Project Costs.

1.5.1.2.2. Infrastructure Projects that will result in the installation of

Broadband infrastructure that will Facilitate Broadband service at less than 100/20 Broadband but greater than or equal to 25/3 Broadband, **thirty five percent (35%)** of the actual or originally estimated, whichever is less, Total Project Costs.

1.5.1.2.3. Estimated Total Project Costs for Infrastructure Projects may only consist of Allowable Expenditures.

1.5.1.3. *Payment Schedule/Disbursement of Funds for Infrastructure Projects.* Pending the Office’s receipt of required internal approvals governing prepayment of expenses, see [State Accounting Enterprise \(SAE\), Pre-Payment of Expenses \(last revised May 18, 2017\)](#) [hereinafter “**Prepayment Policy**”], the Office anticipates the following payment schedule/disbursement of funds:

1.5.1.3.1. Once a Project has been awarded funds and following the execution of a Grant Agreement, fifty percent (50%) of the Awarded funds shall be disbursed to the Grantee.

1.5.1.3.2. The remaining fifty (50%) percent of the Awarded funds shall be reimbursed in arrears upon Project completion, consistent with the terms and conditions in the Grant Agreement.

If the Office is unable to obtain required internal approvals to accommodate the above payment schedules/approaches globally for all Applicants, in the case of Infrastructure Projects, the Office will work with individual Applicants on a case-by-case basis to facilitate advance payment in accordance with the limitations and restrictions outlined in the Prepayment Policy. As part of this process, the Office may require, and Grantee may be obligated to supply prior to any prepayment, by way of example only:

1.5.1.4. Documentation that indicates the Grantee lacks sufficient working capital to commence the project; and

1.5.1.5. In the case of Adoption Projects, documentation demonstrating economic need of the adopter/subscriber.

1.5.1.6. Additional documentation supporting the projected costs if/where required by the Department of Administrative Services (DAS).

1.5.2. *Adoption Projects.*

1.5.2.1. *Broadband Adoption Projects Definition.* For the purposes of Broadband Adoption Projects under this Program, Applicants must identify their

Projects in terms of school districts within which they are or will be capable of providing 25/3 Broadband service or faster to Non-Adopters, but which Non-Adopters do not presently subscribe to available 25/3 Broadband or faster service. See Section 2.2.6.1.2 (Adoption Projects) and the Adoption Worksheet for instructions on how to identify a Broadband Adoption Project by identifying each school district forming the basis of the Broadband Adoption Project and the number of potential Non-Adopters for which the Applicant anticipates service will be adopted within said School District, in addition to identifying any other key related inputs that will be used by the Office in the review, scoring, and ranking process.

1.5.2.2. *Funding for Adoption Projects.* For Broadband Adoption Projects that will result in increased subscribership to 25/3 Broadband or faster, up to a one-time \$500 payment will be provided to successful Applicants for each Non-Adopter that ultimately adopts 25/3 Broadband or faster service before December 1, 2020, as a result of a subscription discount offered to the Non-Adopter in connection with this Program. The full payment (up to \$500) made by the Office to the Grantee must be applied or credited to the Non-Adopter's next billing statement(s) from the Communication Service Provider until such time as the full payment (up to \$500) has been passed on to the Non-Adopter, which payment must be passed on or applied to the Non-Adopter as rapidly as possible.

1.5.2.3. *Payment Schedule/Disbursement of Funds for Adoption Projects.* Adoption Projects will be reimbursed in arrears, after December 1, 2020, and following the Office's receipt of proof of, minimally:

1.5.2.3.1. Non-Adopters who agreed to adopt Broadband in connection with the Program and Applicant's Project; and

1.5.2.3.2. Documentation of need that furthers the purpose underlying and that is consistent with Section 1.4.7.

**1.6. Available Funds.** Funding for this Emergency Broadband Grants Program comes from CARES Act Funds.

1.6.1. The total amount of funds available for Award under this NOFA is up to: **\$50,000,000.**

1.6.1.1. Up to \$45 million of the funding made available under this NOFA will be available to Broadband Infrastructure Projects.

1.6.1.2. Up to \$5 million of the funding made available under this NOFA will be available to Broadband Adoption Projects.

1.6.1.3. However, if the amount for Broadband Infrastructure Projects requested under this NOFA is less than the amount provided in Section 1.6.1.1 the

Office may award the differences to Broadband Adoption Projects, and vice versa.

- 1.6.2. Applicants must clearly state in their Applications the amount of grant funds they seek as it relates to a Project.
- 1.6.3. The Office may, in its sole discretion, Award the entire amount available under this NOFA to a single Applicant, or to multiple Applicants, subject to the limitations that:
  - 1.6.3.1. For Infrastructure Projects:
    - 1.6.3.1.1. The Office will not Award a grant pursuant to this NOFA that exceeds the percentage-of-Total-Project-Cost limitations set forth in Sections 1.5.1.2.1 or 1.5.1.2.2, as applicable.
    - 1.6.3.1.2. A Grantee whose Total Projects Costs as actually incurred, ultimately differs from its originally estimated Total Project Costs submitted for purposes of this application process will only be reimbursed or otherwise entitled to payment for the lesser amount of Total Project Cost (actual versus estimated), subject to the maximum reimbursable Total-Project-Cost percentages set forth in Sections 1.5.1.2.1 or 1.5.1.2.2, as applicable, as applied to that lesser amount.
    - 1.6.3.1.3. A Grantee that ultimately Facilitates 25/3 Broadband or 100/20 Broadband, whichever is applicable, to fewer total Broadband Units upon Project completion than as originally represented in its Application will not be reimbursed or otherwise entitled to payment for the full amount originally Awarded, and the Applicant's Award will minimally be adjusted downward in an amount commensurate with the degree of nonperformance.
  - 1.6.3.2. For Adoption Projects:
    - 1.6.3.2.1. A Grantee who subscribes fewer Non-Adopters than described within the Application will only be reimbursed for the actual number of Non-Adoption subscriptions certified upon Project completion, and which Non-Adoption subscriptions otherwise satisfy the terms and conditions set forth herein. The number of Non-Adopters for whom a Grantee is eligible to receive reimbursement shall not exceed the number of Non-Adopters identified in a Grantee's Broadband Adoption Project Worksheet.



1.6.4.5. Where only an amount less than the funds requested by a particular Applicant remains available following the issuance of all other Awards.

**1.7. Schedule of Important Dates.** The following dates and times are set forth for informational purposes only. The Office reserves the right to change these timelines and deadlines at any time. All dates and times listed are local Iowa time.

EVENT	DATE
1.7.3 NOFA Issued	7/20/2020
1.7.4 Application Acceptance Window Opens <b>(no Applications will be accepted prior to this date and time)</b>	7/20/2020
1.7.5 Application Acceptance Window Closes/Applications Due <b>(no Applications will be accepted after this date and time)</b>	8/5/2020, 11:59 PM CDT
1.7.6 Technical Review/Quantitative Scoring	
Begin:	8/6/2020
End:	8/12/2020
1.7.7 Applications and Quantitative Scoring Submitted to Evaluation Committee	8/13/2020
1.7.8 Final Agency Decision(s)/Anticipated Notice of Intent to Award Issued	8/21/2020
1.7.9 Contracting Process Begins	8/21/2020

1.7.1. Reserved.

1.7.2. Reserved.

1.7.3. *NOFA Issued.* The Office will provide official notice to Communications Service Providers of this funding opportunity by posting this NOFA online at [Iowa Grants](#) and <https://ocio.iowa.gov/broadband> on the date specified in the table above.

1.7.4. *Application Acceptance Window Opens.* Applicants must submit Applications through [Iowa Grants](#) no earlier than and in accordance with the date and time specified in the table above. Applications submitted prior to the opening of the Application Acceptance Window will not be considered by the Office.

1.7.5. *Application Acceptance Window Closes/Applications Due.* Applications must be submitted through [Iowa Grants](#) no later than the date and time specified in the table above. Applications submitted after the stated due date and time will not be considered by the Office.

**Note:** Applicants are solely responsible for ensuring Applications are timely submitted within the Application Acceptance Window. Failure to timely submit an Application within the Application Acceptance Window will result in rejection of the Application. The date and time as recorded by [Iowa Grants](#) shall serve as the official regulator for the

submission date and time of Applications. Applications submitted to the Office in any manner other than that listed above (*i.e.*, through [Iowa Grants](#)) will not be considered by the Office. Applications, including any/all required forms or attachments, must be fully and properly filled out and include any/all required forms or attachments, including those identified herein or otherwise required by [Iowa Grants](#), or the Office may reject the Application. Refer to Section 2.1.1 (Registration) and the “**Iowa Grants Registration Instructions**,” labeled as “**Exhibit I**,” for detailed instructions on how to create, access, and submit Applications in and through [Iowa Grants](#).

1.7.6. *Technical Review/Quantitative Scoring.* The Office will review all Applications received and conduct the Technical Review and Quantitative Scoring as more fully described below and in Sections 3A.1.1 and 3B.1.1 (Quantitative Factors), respectively, and Section 4.1.1 (Technical Review/Quantitative Scoring).

1.7.6.1. Technical Review. The purpose of the Technical Review is to review Applications for compliance with the terms, conditions, and requirements of this NOFA (*e.g.*, whether an Application was received within the submission deadline, whether an Applicant or Project is eligible for consideration by the Office, or any other reasons an Applicant may be disqualified or an Application rejected outright), and to screen out any Applications that do not comply with the terms, conditions, or requirements of any of the foregoing where appropriate.

1.7.6.2. Quantitative Scoring. Quantitative scores will be calculated in accordance with and utilizing the formulas set forth in Sections 3A.1.1 and 3B.1 (Quantitative Factors), respectively, (“**Quantitative Scoring**”).

1.7.7. *Evaluation Committee Review and Recommendation.* After the Technical Review and Quantitative Scoring is complete, the Evaluation Committee will review all Applications received that pass the Technical Review in accordance with the terms, conditions, and requirements of this NOFA.

1.7.7.1. Quantitative Scoring. The Evaluation Committee will be primarily responsible for reviewing and scoring the qualitative aspects of proposed Projects as part of the Scoring process as more fully explained in Sections 3 (Scoring Methodology) and 4 (Review/Award Process).

1.7.7.2. Final Recommendation. After the Evaluation Committee completes the Qualitative Scoring process, the Evaluation Committee will make a recommendation(s) to the Office regarding whether, to which Projects, and in what amount(s) to Award grant funds as more fully explained in Sections 4 (Review/Award Process).

1.7.8. *Evaluation Committee Review and Recommendation.* After the Technical Review and Quantitative Scoring is complete, the Evaluation Committee will review all

Applications received that pass the Technical Review in accordance with the terms, conditions, and requirements of this NOFA.

1.7.9. *Final Agency Decision(s)/Notice of Intent to Award.* Taking the Evaluation Committee's recommendation(s) into account, the Office will make the final Award decision and notify each Applicant to which it has decided to make an Award by issuing a "**Notice of Intent Award**" or "**NOIA.**" The Office is not bound by the recommendation(s) of the Evaluation Committee. Such NOIA shall be distributed by email to the Applicant's Authorized Contact. The Office will also post the NOIA online at [Iowa Grants](#) and <http://ocio.iowa.gov/broadband>. Unsuccessful Applicants are solely responsible for reviewing such websites to determine their Award status.

1.7.10. *Grant Agreement Execution.* Following the issuance of the NOIA, the Office will distribute final Grant Agreements for the successful Applicants' review and signature. The Grant Agreement for this Emergency Program is labeled as "**Exhibit E.**" See Section 5 (Grant Agreement Terms and Conditions) for instructions on how to propose modifications to the Grant Agreement as part of this NOFA process. Successful Applicants will be given ten (10) working days from the date of receipt of a final Grant Agreement to negotiate and sign a contract with the Office. If a Grant Agreement has not been executed within ten (10) working days of an Applicant's receipt thereof, the Office may, in its sole discretion, cancel the Award with respect to that Applicant and begin negotiations with another Applicant, as deemed appropriate by the Office. The Office may, in its sole discretion, extend the time period for negotiations of the Grant Agreement.

**1.8. Inquiries.** The Office will make available administrative support throughout the application process to Applicants. Such support includes assisting Applicants in navigating and completing required forms or attachments associated with the application process, including but not limited to transposing information from the Broadband Availability Map to Applications or corresponding forms/attachments. This is a service made available to Applicants to assist them in navigating the more complex areas of the application process. Contact [ociogrants@iowa.gov](mailto:ociogrants@iowa.gov) for further information. With the exception of this support, unauthorized contact with employees of the Office, independent contractors utilized by the Office, or members of the Evaluation Committee regarding this NOFA or any Application submitted in connection herewith may result in disqualification. Including as it relates to the administrative support services described above, representations made by the Office's officers, employees, or independent contractors, whether made verbally, in writing, or otherwise, are not binding on the Office or otherwise incorporated into or made part of this NOFA. Likewise, any verbal information provided by an Applicant to the Office, including through the administrative support services described above, shall not be considered part of an Application. Applicants are solely responsible for ensuring their Applications are timely submitted and all required information, forms, or attachments are fully and properly filled out and submitted in accordance with the terms, conditions, or other requirements of this NOFA.

**1.9. Amendments to NOFA.** The Office reserves the right to amend this NOFA at any time. In the event the Office decides to amend, add to, or delete any part of this NOFA, a written amendment will be posted at <https://ocio.iowa.gov/broadband>. Applicants are advised to check this website periodically for amendments to this NOFA. In the event an amendment occurs after the submission deadline is closed, the Office will email the written amendment to each Applicant's Authorized Contact.

**1.10. Open Competition.** Awards will be made through a fair, open, and objective process. Accordingly, no attempt shall be made by any Applicant to induce any other person or firm to submit or not submit an Application for the purpose of restricting competition. Doing so may result in disqualification.

**1.11. Withdrawal of Applications.** An Application may be withdrawn by the request of an Applicant at any time prior to the due date and time. An Applicant desiring to withdraw an Application shall submit notification including the Application ID, title of the Application, and the Applicant organization name via email to [ociogrants@iowa.gov](mailto:ociogrants@iowa.gov). After this funding opportunity closes, the Office may withdraw Applications that have been created in [Iowa Grants](#) but which have not been finally submitted. See Section 2.1.5 (Previously Withdrawn Application) for instructions on how to access a withdrawn Application.

**1.12. Resubmission of Withdrawn Applications.** A withdrawn Application may be resubmitted by an Applicant at any time within the Application Acceptance Window in the same manner as permitted by Section 1.7.4 (Application Acceptance Window Opens) and Section 1.7.5 (Application Acceptance Window Closes/Applications Due).

**1.13. Costs of Application Preparation.** All costs of preparing an Application are the Applicant's sole responsibility. The Office is not responsible for any costs incurred by an Applicant related to the preparation or submission of an Application or any other activities undertaken by an Applicant related in any way to this NOFA.

**1.14. Multiple Applications.** An Applicant may submit one or more Applications for different Infrastructure Projects; provided, however, that an Applicant may *only* submit one (1) Application for an Adoption Project, including but not limited to if/when an Adoption Project is part of a related Infrastructure Project both of which are submitted as part of a single Application.

**1.15. Reserved.**

**1.16. Rejection/Disqualification or Cancellation of NOFA.** The Office reserves the right to reject, in whole or in part, any or all Applications, disqualify an Applicant, to advertise for new Applications, to arrange to receive or itself perform the services described herein, to abandon the need for such services, or to cancel this NOFA if it is in the best interests of the Office, the Program, and the State of Iowa. Any Application may be rejected outright and not evaluated, or an Applicant disqualified, for any of the following reasons:

- 1.16.1. The Applicant is not an eligible Applicant in accordance with section 1.4 (Eligibility Requirements).
- 1.16.2. The Project is not an eligible Project in accordance with section 1.4 (Eligibility Requirements).
- 1.16.3. The Applicant is not a Responsible Applicant.
- 1.16.4. An Application is submitted in a manner other than through [Iowa Grants](#).
- 1.16.5. An Applicant fails to include required information or fails to include sufficient information to determine whether a requirement of the NOFA has been satisfied.

- 1.16.6. An Applicant fails to follow the Application instructions or presents information requested by this NOFA in a manner inconsistent with the instructions of the NOFA.
- 1.16.7. An Applicant provides misleading, inaccurate, untruthful, or incomplete answers.
- 1.16.8. An Applicant states that a requirement of this NOFA cannot be satisfied.
- 1.16.9. An Applicant's response materially changes a requirement of this NOFA.
- 1.16.10. An Applicant's response limits or attempts to limit any right(s) of the Office.
- 1.16.11. An Applicant fails to respond to the Office's request for information, documents, or references.
- 1.16.12. An Applicant fails to include any signature, certification, authorization, or stipulation required by this NOFA.
- 1.16.13. An Applicant alters the language in any exhibit, or any certification, authorization, or other form required to be submitted in connection herewith.
- 1.16.14. An Applicant initiates unauthorized contact concerning or related to this NOFA with an officer, employee, or independent contractor of the Office or member of the Evaluation Committee.
- 1.16.15. Where a portion of a lower scoring Project materially overlaps with a portion of any other higher scoring Project concurrently seeking funds pursuant to this NOFA.
- 1.16.16. For Infrastructure Projects (To the extent possible, Adoption Projects proposed by an Applicant within the same Application as a related Infrastructure Project will not be adversely impacted if an Infrastructure Project is disqualified or rejected for any of the following reasons):
  - 1.16.16.1. Where a portion of the Infrastructure Project materially overlaps with an area in which a Communications Service Provider has previously received or claimed in that area State incentives, including either a property tax exemption pursuant to Iowa Code section 427.1(40) or grant funds pursuant to other grant opportunities administered by the Office.
  - 1.16.16.2. Where a portion of the Infrastructure Project materially overlaps with an area for which the Communications Service Provider has preexisting Broadband expansion commitments or the Project expenses have been or will be reimbursed under any federal program or have been awarded funding from prior State grant rounds.

**1.17. Restrictions on Gifts and Activities.** Iowa Code Chapter 68B contains laws that restrict gifts which may be given or received by state officers or employees, requires certain individuals to disclose

information concerning their activities with state government, and prohibits inappropriate use of influence and conflicts of interest. Applicants are responsible for determining the applicability of that chapter to their activities, for complying with the requirements thereof, and for avoiding other potential or actual conflicts of interest. In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

**1.18. Use of Subcontractors.** Applicant's are permitted to seek payment for Allowable Expenditures incurred through the use of contractors, subcontractors, and other third parties in the performance of the services contracted for through this NOFA process. Terms, conditions, and restrictions on the use of contractors, subcontractors, and other third parties are primarily found in the Grant Agreement. Current officers or employees of the State of Iowa may not act as contractors, subcontractors, or other third parties in an Applicant's performance of the services contracted for through this NOFA process. Applicants are fully responsible for all work contracted for or agreed to through this NOFA process and any resulting Grant Agreement, including work performed by contractors, subcontractors, and other third parties. No contract or subcontract into which an Applicant enters into with respect to performance of any obligations hereunder and any resulting Grant Agreement will, in any way, relieve an Applicant of any responsibility for performance of its duties or obligations with respect thereto.

**1.19. Criminal Background Checks.** Except as otherwise prohibited by applicable law, the Office reserves the right to conduct criminal history and other background investigations into an Applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and other personnel utilized or retained by an Applicant in connection with this application process or any Grant Agreement. Such information may be obtained or used in determining whether to issue a Notice of Intent to Award, including in determining whether an Applicant is a Responsible Applicant, or as a precondition to executing a Grant Agreement with an Applicant who has been Awarded grant funds. An Applicant shall cause any/all necessary waivers to be executed by appropriate persons to effectuate such background investigations. Disqualifying offenses may include, but are not limited to, crimes involving an element of dishonesty, fraud, or other crimes of moral turpitude.

**1.20. Reference Checks.** Except as otherwise prohibited by applicable law, the Office reserves the right to contact any reference(s) to verify any information contained in an Application or to discuss the Applicant's qualifications.

**1.21. Information from Other Sources.** As part of and during the application process, the Office reserves the right to obtain and consider information from other sources about an Applicant, including but not limited to the Applicant's capability and performance across the State, the Applicant's financial stability, past or pending litigation, or any publicly available information.

**1.22. NOFA Application Clarification Process.** The Office may request clarification from Applicants for the purpose of resolving ambiguities or questioning information presented in an Application. Clarifications may occur throughout the Application review/evaluation process. Requests for clarification will be issued to the Applicant's Authorized Contact. Clarification responses shall be in the format specified by the Office and shall address only the information requested. This may include written questions, interviews, or site visits. Responses shall be submitted to the Office within the time stipulated by the Office at the time of the request and will be deemed part of the Application. Notwithstanding the foregoing, the Office will not consider clarifying information received from an Applicant if the information materially alters the content of the Application. Failure to timely respond to or otherwise comply with a request for clarification may result in disqualification.

**1.23. Verification of Application Contents.** The Office reserves the right to verify the contents of an Application submitted by an Applicant. Misleading or inaccurate responses may result in rejection of an Application.

**1.24. Waivers and Variances.** The Office reserves the right to waive or permit cure of non-material variances in an Application's form and content, provided such action is in the best interest of the Office, the Program, and the State of Iowa. In the event the Office waives or permits the cure of non-material variances, such waiver or cure will not modify the terms, conditions, or requirements of this NOFA or excuse an Applicant from full compliance with the terms, conditions, or requirements of this NOFA. The determination of materiality shall be in the sole discretion of the Office.

**1.25. Disposition of Applications/Public Records.** All Applications and the contents associated therewith shall become the property of the Office. The Office is generally subject to the State's public records law, Iowa Code chapter 22, and corresponding implementing rules. Applicants or other persons or parties submitting information to the Office are encouraged to familiarize themselves with Iowa Code chapter 22 and Iowa Administrative Code chapter 129—2 and rule 129—22.4(4) before submitting Applications or other information to the Office. Accordingly, the following terms, conditions, and processes shall govern requests from Applicants for the confidential treatment of information supplied to the Office in connection with an Application. These terms, conditions, and processes are designed to strike a fair balance between the need for transparency and Applicants' legitimate claims for confidential treatment of information or materials. As a general matter, the Office will treat all information submitted by Applicants to the Office or other persons or parties as public, nonconfidential records unless an Applicant or other person or party requests that specific information submitted be treated as confidential at the time of submission to the Office in accordance with the following:

- 1.25.1. An Applicant or other person or party requesting confidential treatment of portions of an Application or other information submitted to the Office must:
  - 1.25.1.1. Fully complete and submit to the Office a Form 22;
  - 1.25.1.2. Clearly identify in the Application the specific information within each specific section of the Application for which Applicant seeks confidential treatment;
  - 1.25.1.3. Conspicuously mark the outside of any Application and individual exhibits or attachments thereto as containing confidential information;
  - 1.25.1.4. Mark each page upon which confidential information appears; and
  - 1.25.1.5. Submit a public copy of the Application from which claimed confidential information has been excised. Any claimed confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the otherwise public information as possible. In submitting a public copy of electronic documents to the Office, Applicants may excise information for which they seek confidential treatment and replace it with clear, conspicuous, **BOLD** language indicating that

information has been redacted (e.g., “[REDACTED]”) from a specific aspect/area of the Application.

- 1.25.2. Form 22 will not be considered fully complete unless, for each confidentiality request, the Applicant or other person or party:
  - 1.25.2.1. Enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that support treatment of the specific information as confidential;
  - 1.25.2.2. Justifies why the specific information should be maintained in confidence;
  - 1.25.2.3. Explains why disclosure of the specific information would not be in the best interest of the public; and
  - 1.25.2.4. Sets forth the name, address, telephone number, and email address of the individual authorized by the person or party submitting such information to respond to inquiries from the Office concerning the confidential status of such information. This person may be the same person as the Applicant’s Authorized Contact.
- 1.25.3. Notwithstanding the foregoing, subject to applicable state, federal, and/or international laws, rules, regulations, or orders (including Iowa Code Chapter 22 and any corresponding implementing rules, regulations, or orders), the Office will treat W-9s or other tax documents provided through Iowa Grants to facilitate payment/reimbursement as confidential, and Applicants need not and **SHOULD NOT** include a request for confidential treatment for such document(s) in their Form 22.
- 1.25.4. Applicants or other persons or parties may not request confidential treatment with respect to information specifically identified by the Office in this NOFA as being non-confidential or subject to public disclosure. The Office has identified the following specific exhibits, sections, or information in this NOFA as being non-confidential and subject to public disclosure:
  - 1.25.4.1. Any data or information supplied through the Project Worksheet.
  - 1.25.4.2. Any data or information supplied through any Qualitative Attributes Form.
  - 1.25.4.3. Any non-cost related information supplied through the Budget Plan.
  - 1.25.4.4. Any data or information supplied in response to Section 2.2.2 (Business Organization).
  - 1.25.4.5. The estimated or actual Total Project Cost, including but not limited to as stated in the Budget Plan.

For the avoidance of doubt, Applicants may not request confidential treatment of the foregoing information.

- 1.25.5. Failure to request that information be treated as confidential in accordance with the foregoing shall relieve the Office and State personnel from any responsibility for maintaining the information in confidence. An Applicant's request for confidentiality that does not comply with the terms, conditions, or process set forth in this Section 1.25 (Disposition of Applications/Public Records Law) is grounds for rejecting an Application, or denying a request for confidential treatment. Blanket requests to maintain an entire Application submitted to the Office as confidential will be categorically rejected.
- 1.25.6. If the Office receives a request for information or materials related to an Application marked as confidential or if a judicial or administrative proceeding is initiated to compel the release of such materials or information, Applicant shall, at its sole expense, appear in such action and defend its request for confidentiality. If, upon reasonable notice to Applicant, Applicant fails to appear to defend its request for confidentiality, the Office may release the information or material, or otherwise bill the Applicant any costs or expenses incurred in defending the same (including but not limited to the reasonable time and value of the Iowa Attorney General's Office or other attorney or law firm utilized by the Office or the State). Additionally, if Applicant fails to comply with the confidentiality process set forth herein, Applicant's request for confidentiality is unreasonable, Applicant fails to supply the Office with sufficient information to determine whether Applicant's request for confidential treatment is founded, or Applicant rescinds its request for confidential treatment, the Office may release such information or material with or without providing advance notice to Applicant and with or without affording Applicant the opportunity to obtain an order restraining its release from a court of competent jurisdiction. Applicant waives any claims it may have against the Office or the State of Iowa related to the confidential treatment of any information or materials submitted as part of this application process that result, in whole or in part, from any deficiencies with or related to compliance with this Section 1.25 (Disposition of Applications/Public Records Law), or that otherwise result from Applicant's failure to comply with the terms, conditions, or requirements of this NOFA.

**1.26. Copyright.** By submitting an Application, Applicants agree and acknowledge that the Office may, subject to Section 1.25 (Disposition of Applications/Public Records Law): post the public aspects of Applications received as part of this NOFA process online; release, distribute, and copy Applications for the purpose of facilitating input, recommendations, and evaluation processes, or as is otherwise necessary in administering the selection and Award process; and release, distribute, and copy Applications in response to requests for public records. By submitting an Application, Applicant consents to such releases, disclosures, and copying and grants the Office and the State of Iowa a right and license to do so, warrants and represents that such release, distribution, or copying will not violate the rights of any third party, and agrees to indemnify and hold harmless the Office and the State of Iowa and their employees, officers, board members, agents, representatives, and officials ("**Indemnitee(s)**") from and against any and all claims, actions, suits,

liabilities, damages, losses, settlements, demands, deficiencies, judgments, fines, penalties, taxes, costs and any other expenses (including the reasonable value of time of the Attorney General's Office and the costs, expenses, and attorney fees of other counsel retained by the Office, State, or any Indemnitee) directly or indirectly related to, resulting from, or arising out of any such release, distribution, or copying. In the event an Applicant copyrights or attempts to copyright its Application, the Office may reject the Application.

**1.27. Construction of NOFA.** This NOFA shall be construed in light of pertinent legal requirements and the laws of the State of Iowa, including but not limited to 2020 Iowa Acts, Senate File 2400, CARES Act Requirements, and, only where expressly noted herein as applicable to the Program or Grantees, Iowa Code chapter 8B and Iowa Administrative Code chapters 129—20 and 22. Changes in applicable statutes, regulations, rules, and guidance, including CARES Act Requirements, may affect the Award process or the resulting Grant Agreement. Applicants are responsible for ascertaining relevant legal requirements.

**1.28. Issuance of NOFA Not Commitment by the Office.** The issuance of this NOFA in no way constitutes a commitment by the Office to issue any Award or enter into a Grant Agreement with any Applicant or other interested person or party.

**1.29. Evaluation of Applications Submitted.** Applications that are timely submitted and that are not rejected as part of the Technical Review will be reviewed, scored, and ranked in accordance with Section 3 (Scoring Methodology) and Section 4 (Review/Award Process).

**1.30. Authority to Bind.** An individual authorized to legally bind the Applicant shall sign any and all documents requiring signature and associated with this application process.

**1.31. Waiver of Claims.** An Applicant's submission of an Application constitutes acceptance of the terms, conditions, criteria, and requirements set forth in this NOFA and operates as a waiver of any and all objections to the contents of the NOFA. By submitting an Application, an Applicant agrees that it will not bring any claim or have any cause of action against OCIO or the State of Iowa based on the terms or conditions of this NOFA or the application process.

**1.32. Choice of Law and Forum.** All issues in any way related to this Program, NOFA, and any resulting Grant Agreement shall be governed in all respects by, and construed in accordance with, the laws of the State of Iowa, without giving effect to the choice of law principles thereof. Any and all litigation or actions commenced in connection with this Program, NOFA, or any resulting Grant Agreement, including but not limited to any proceeding for judicial review commenced pursuant to Iowa Code chapter 17A, shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa, if jurisdiction is proper. However, if jurisdiction is not proper in the Iowa District Court for Polk County, but is proper only in a United States District Court, the matter shall be commenced in the United States District Court for the Southern District of Iowa, Central Division. Applicant irrevocably: (i) consents and agrees that any legal or equitable action or proceeding arising under, in connection with, or arising out of this Program, NOFA, or any resulting Grant Agreement shall be brought and maintained exclusively in the aforesaid courts; (ii) submits to and accepts, with respect to any such action or proceeding, for it and in respect of its properties and assets regardless of the physical or legal situs thereof, generally and unconditionally, the jurisdiction of the aforesaid courts; and (iii) waives any objection to such jurisdiction based on forum non conveniens or otherwise. This provision shall not be construed as waiving any immunity to suit or liability, in state or federal court, which may be available to the Office or the State of Iowa, including sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the

United States, or otherwise. Applicant irrevocably consents to service of process by certified or registered mail addressed to Applicant's Authorized Contact. If for any reason Applicant's agent for service is unable to act as such or the address of the agent changes, Applicant shall immediately appoint a new agent and provide the Office with written notice of the change in agent or address. Any change in the appointment of the agent or address will be effective only upon actual receipt by the Office. Nothing in this provision will alter the right of the Office or State of Iowa to serve process in any other manner permitted by law.

**1.33. Appeal of Award Decision.** Solely to the extent an Applicant has a claim related to this application or Award process that is not otherwise waived in accordance with the terms of this NOFA, any claim seeking to challenge the Office's administration of this application process or Award decision must proceed through the following appeal/challenge process. An Applicant's submission of an Application to the Office pursuant to this NOFA constitutes a waiver of any right to seek judicial review or bring any claim in district court or before any other tribunal in the first instance or, in other words, outside of the following process, and otherwise constitutes a failure to exhaust administrative remedies: The Office will notify successful Applicants of the Office's decision by sending their Authorized Contact a copy of the NOIA, and will notify unsuccessful Applicants by posting the NOIA online at [Iowa Grants](#) and <https://ocio.iowa.gov/broadband>. Unsuccessful Applicants are solely responsible for reviewing such websites to determine their Award status. From the date and time of such posting, adversely affected Applicants will have five (5) days to appeal such decision(s) by requesting a contested case proceeding, which contested case proceeding shall be treated as and follow the procedures, requirements, and limitations generally governing vendor appeals before the Office in accordance with Iowa Administrative Code rule 129—11. Failure to challenge the Office's decision within the five (5) day period shall waive any other claims an Applicant may have as it relates to the Office's administration of the process and otherwise be deemed a failure to exhaust administrative remedies. Applicants may appeal an adverse decision only for a timely submitted Application. Appeals must clearly and fully identify all issues being contested and demonstrate what requirements or procedures of or in applicable law, rule, or the NOFA were not followed or were violated. In the event of an appeal, the Office will continue working with successful Applicants pending the outcome of the appeal.

## SECTION 2—Form and Content of Applications

These instructions prescribe the submission, format, and content requirements of the Application. They are designed to facilitate a uniform review process. Failure to adhere to these instructions may result in rejection of an Application. Applicants must complete each Application form listed in/required by this NOFA following the instructions herein and within [Iowa Grants](#). Some forms may be in the format of web forms, whereas other forms may be in a .PDF, .DOCX, .XLSX, or other electronic format, and must be uploaded as part of this application process. Redacted or “public” versions of electronic documents must also be uploaded as part of the application process to the extent an Applicant seeks confidential treatment of any information supplied to the Office in accordance with Section 1.25 (Disposition of Applications/Public Records). Applicants are solely responsible for providing the Office with a redacted/public copy of an Application and any corresponding materials or information submitted therewith.

**2.1. Iowa Grants Instructions.** All Applications and corresponding forms/attachments must be submitted through [Iowa Grants](#).

- 2.1.1. *Registration.* If not already registered, each user will complete the registration process. Follow the steps outlined in the “**Iowa Grants Registration Instructions**,” labeled as “**Exhibit I**” and posted under the “**Attachment**” section of the Funding Opportunity within [Iowa Grants](#). New Users should allow at least a few days for new registrations to be processed.
- 2.1.2. *Application Instructions.* For general instructions on completing Applications in [Iowa Grants](#), as well as how to copy previously created Applications, refer to the “**Iowa Grants Application Instruction Guidance**,” labeled as “**Exhibit J**” and posted under the “**Attachment**” section of the Funding Opportunity within [Iowa Grants](#). Once an Application form is completed, the Applicant must mark it as complete. All forms must be marked as complete or [Iowa Grants](#) will not permit the Application to be submitted. Submitted Applications must meet all minimum and eligibility requirements outlined in this NOFA. Any information or materials submitted by an Applicant beyond that which is requested or required by this NOFA will not be considered in the review process.
- 2.1.3. *Multiple Users, Single Application.* [Iowa Grants](#) will permit multiple users within the Applicant’s organization to register and work on an Application. The first user to initiate an Application is designated by the system as the “primary user” for that Application. To permit additional users to work on an Application, the primary user must complete the first form, entitled the General Information form. This General Information form is where the Applicant titles their Application and identifies the organization submitting the Application. After clicking “Save” for the first time, the primary user may reopen and edit this General Information form to add other users registered within [Iowa Grants](#) and associated with their organization. To do so, the user should use the “Additional Contacts” function. Each individual within the Applicant’s organization who requires access to the Application must first be separately registered in [Iowa Grants](#). If multiple users are editing the same form within an Application at the same time, the last saved version will override any changes made by other users. [Iowa Grants](#) will permit multiple registered users to

create separate Applications for the same opportunity, thereby creating multiple Applications for the same opportunity. Applicants are solely responsible for ensuring only one (1) fully completed Application is submitted for each Project submitted in response to this NOFA.

- 2.1.4. *Individuals Submitting on behalf of Multiple Entities.* Due to accounting requirements of the State of Iowa, each entity submitting an Application must be registered in [Iowa Grants](#). When a user sets up an [Iowa Grants](#) user account, they are initially required to register one and only one organization. If a user intends to submit Applications on behalf of entities other than the initial entity associated with their user account (such as a subsidiary), they must either: create a new Iowa Grants user account for each additional entity they will submit an Application on behalf of (requires a unique email address); or send a request from the email address associated with the user's Iowa Grants account to [ociogrants@iowa.gov](mailto:ociogrants@iowa.gov) in order to associate additional entity(ies) with their existing user account. In the latter case, a representative of OCIO will contact you to complete the process. Whichever approach you utilize (either registering separate user accounts for each entity, or associating multiple entities with a single user account), an authorized representative from the entity on behalf of whom the Application is submitted with legal authority to bind the entity (the individual identified in the “**Authorized Official**” field in the Iowa Grants System) must sign the Application and related submissions and authorizations. The entity of the Authorized Official is the entity that must submit requests for reimbursement or payment as part of the grant reimbursement or payment process. In addition, in the case of a parent and a subsidiary, both the parent and subsidiary that will be performing the project will be required to co-sign any resulting Grant Agreement and shall be jointly and severally liable for any duties, responsibilities, obligations, liabilities, or default with respect thereto.

## 2.2. Required Forms/Submissions.

- 2.2.1. *General Information.* This form requires an Applicant to identify the name, address, telephone number, email address, and other general information of the individual authorized by Applicant (Authorized Contact) to respond to inquiries regarding the Application and other required information.
- 2.2.2. *Business Organization.* This form requires information about Applicant's organization, including legal name, address, alternate mailing address for warrants/payments, business structure, history, and table of organization.
- 2.2.3. *Executive Project Summary.* This form requires an Applicant to summarize, at a high level, its proposed Project, including but not limited to the geographic area in which the Project will occur, the primary deployment model (*e.g.*, wireline, wireless, mobile), the Infrastructure Completion Date and Adoption Completion Date of the Project, as applicable, and a general overview of how Applicant has/will comply with the terms, conditions, and requirements of this NOFA. Additionally, Applicants must explain why CARES Act Funds are necessary for the Project to

proceed. Finally, Applicants must explain the current status of the Project, including the phase it is in, such as pre-planning, planning, or that building has commenced.

- 2.2.4. *Demonstrated Experience.* This form requires information about Applicant's demonstrated experience in provisioning Broadband across the State of Iowa. Applicant shall include relevant information about their experience that has prepared them to deploy their Project, such as, for example, community partnerships and services; number of years in business; number of years of experience providing the types of services sought by this NOFA; if the Applicant is a relatively new provider/market entrant, an explanation of the benefits, if any, of being a newer provider/market entrant; the level of technical experience in providing the types of services sought by this NOFA; or any other information that would aid the Office in assessing whether Applicant is a Responsible Applicant. An Applicant may also submit references from up to three (3) current or previous customers or clients knowledgeable of Applicant's performance in providing services similar to the services described in this NOFA, including contact information for each reference.
- 2.2.5. *Minority Impact Statement.* This form collects information about the potential impact of the Project on minority groups.
- 2.2.6. *Central Forms.* Applicant shall complete and upload the following central forms related to this NOFA. **Note:** Exhibits B through D are located in separate Worksheets within the Broadband Grants Core Application Excel Workbook.
  - 2.2.6.1. Project Worksheet. This form requires the Applicant to specifically define its Project and identify key inputs to be utilized by the Office primarily in the quantitative aspects of the reviewing, ranking, and scoring process. These key inputs include, but are not limited to:
    - 2.2.6.1.1. Infrastructure Projects. This form, entitled Infrastructure Worksheet and labeled as **Exhibit B**, requires Applicant to specifically define any Infrastructure Project, including but not limited to by identifying and describing the following key elements/data inputs, primarily sourced from the Broadband Availability Map:
      - 2.2.6.1.1.1. The number of Broadband Units in the form of Homes, Businesses, and Schools located within Census Blocks forming the basis of the Project;
      - 2.2.6.1.1.2. The number of unserved Broadband Units in the form of Homes, Businesses, and Schools located within Census Blocks forming the basis of the Project Applicant represents will be Facilitated with 25/3 Broadband or 100/20 Broadband, as applicable, as a result of the

Project;

2.2.6.1.1.3. Certification that each of the unserved Broadband Units in the form of Homes, Businesses, and Schools located within Census Blocks forming the basis of the Project that will be Facilitated with 25/3 Broadband or 100/20 Broadband, as applicable, as a result of the Project **DO NOT** currently have 25/3 Broadband service available, meaning no other known Communications Services Provider currently Facilitates 25/3 Broadband or greater to the Broadband Unit;

2.2.6.1.1.4. The new upload/download speeds, stated in megabits per second, and which must be at least 25/3 Broadband or greater, that Applicant represents will be Facilitated upon Project completion on a per-Broadband-Unit basis;

2.2.6.1.1.5 The type of delivery platform(s) of the Broadband Infrastructure underlying the Project.

**Note:** See the “**Project Selection and Data Export/Import Instructions,**” labeled as “**Exhibit K,**” included in the Broadband Grants Core Application, for instructions on how to properly complete this aspect of the Application, which is largely auto populated from data to be input by Applicants into the “**Census Block Input**” tab in the Broadband Grants Core Application Excel Workbook.

2.2.6.1.2. Adoption Projects. This form, entitled Adoption Worksheet and labeled as **Exhibit B.1**, requires Applicant to specifically define any Adoption Project, including but not limited to by identifying and describing the following key elements:

2.2.6.1.2.1. The school district(s) within which Non-Adopters reside who are capable of receiving 25/3 Broadband service or faster from Applicant, but which Non-Adopters do not subscribe to available 25/3 Broadband or faster service; and

2.2.6.1.2.2. The estimated number of Non-Adopters Applicant anticipates will adopt 25/3

Broadband or faster as a result of the Project.

2.2.6.2. Qualitative Attributes Form(s).

2.2.6.2.1. Infrastructure Projects. This form, entitled Qualitative Attributes Form for Infrastructure Projects and labeled as “**Exhibit C,**” requires Applicant to describe key components and outcomes of its Infrastructure Project, to be primarily utilized by the Office in the qualitative aspects of reviewing, ranking, and scoring Applications.

2.2.6.2.2. Adoption Projects. This form, entitled Qualitative Attributes Form for Adoption Projects and labeled as “**Exhibit C.1,**” requires Applicant to describe key components and outcomes of its Adoption Project, to be primarily utilized by the Office in the qualitative aspects of reviewing, ranking, and scoring Applications.

2.2.6.3. Budget Plan. In the case of Infrastructure Projects, this form entitled Budget Plan for Infrastructure Projects and labeled as “**Exhibit D,**” requires Applicant to state its Total Project Costs and corresponding Allowable Expenditures to deliver/complete the Project in the categories provided on the form. Information supplied on this form may be utilized by the Office in both the quantitative and qualitative aspects of the reviewing, ranking, and scoring process.

2.2.6.4. Grant Agreement. In accordance with Section 5 (Grant Agreement Terms and Conditions), by submitting an Application, Applicant acknowledges its acceptance of the terms, conditions, and other requirements of the Grant Agreement, labeled as “**Exhibit E.**” If Applicant wishes to take exception(s) to a provision of the Grant Agreement, it must upload a document specifically identifying such exception(s) by identifying the page and section number to which it takes exception(s), state the reason for the exception(s), and set forth the language it proposes to include in place of the provision(s) to which it takes exceptions(s), in accordance with the terms, conditions, and limitations of Section 5 (Grant Agreement Terms and Conditions). Such document may take the form of a redline with comments in the margins.

2.2.6.5. Certification/Release Form. This form, labeled as “**Exhibit F,**” requires:

2.2.6.2.3. A representative of Applicant’s with legal authority to bind the Applicant to certify to the Office the completeness, accuracy, truthfulness, performance capabilities, and satisfaction of key legal requirements of or related to the Application; and

2.2.6.2.4. Applicant to authorize the Office, its officers, employees,

agents, independent contractors, and the members of the Review Committee to obtain information about Applicant from third parties, and additionally authorizes such third parties to supply such requested information to the Office.

2.2.6.6. Form 22. This form, labeled as “**Exhibit G**,” permits Applicant to, solely to the extent permitted by and in accordance with Section 1.25 (Disposition of Applications/Public Records), request confidential treatment of portions of its Application. Applicant or other persons or parties may not request confidential treatment with respect to the following information or materials:

2.2.6.7.1 Any data or information supplied through the Project Worksheet.

2.2.6.7.2 Any data or information supplied through the Qualitative Attributes Form.

2.2.6.7.3 Any non-cost related information supplied through the Budget Plan.

2.2.6.7.4 Any data or information supplied in response to Section 2.2.2 (Business Organization).

2.2.6.7.5 The estimated or actual Total Project Cost, including but not limited to as stated in the Budget Plan.

For the avoidance of doubt, Applicant may not request confidential treatment of the foregoing information. **Note:** Applicant must complete and submit a Form 22 regardless of whether it requests any confidential treatment.

2.2.6.7. Prior Funding Statement. Applicants must describe any prior sources of federal, state, local or non-profit funds contributed to the completion of broadband network expansion projects within the State of Iowa completed by the Applicant since January 1, 2015, in the form of grants, low interest loans, or other award mechanisms. These sources do not include internal Applicant resources such as cash on hand, financing from third-party vendors, or other sources of funds that do not include federal, state, local, or non-profit funding sources. This information is to be supplied in the Prior Funding Statement Form, “**Exhibit L**.”

2.2.6.8. Application Checklist. This form, labeled as “**Exhibit H**,” is designed to assist Applicant in ensuring Applicant has completed and submitted all forms, materials, and information required by this NOFA. **Applicant is not expected to return this form to the Office with its Application.**

## SECTION 3—Scoring Methodology

Scoring and ranking Applications submitted in response to this NOFA will occur through the consideration of a combination of both quantitative and qualitative factors, more fully outlined below. Applicants may propose Projects that include a Broadband Infrastructure or Broadband Adoption component, or a combination of both or either. Regardless of whether an Applicant's project is comprised of only one or both components, the Broadband Infrastructure and Broadband Adoption components of any proposed Project will be scored and evaluated separately. As more fully set forth and explained in Sections 3A and 3B, below:

1. A maximum of **one-hundred (100) points** is available for each Broadband Infrastructure Project. Infrastructure Projects will be scored using all Quantitative Factors set forth in Section 3A.1 and all Qualitative Factors set forth in Section 3A.2.
2. A maximum of **one-hundred (100) points** is available for each school district forming the basis of an Adoption Project as more fully described in Section 3.B.1.

With respect to each, an addendum identifying the specific point values assigned to each evaluation factor or subfactor set forth in Sections 3A and 3B will be posted immediately prior to the Application due date. This ensures that Applicants provide thorough answers and information to all questions or inputs elicited through this application process, instead of focusing only on those areas that may be weighted most heavily.

While the Office will utilize the points system described herein as a tool to assist in initially determining the relative merits of each Application, such scores are in no way binding on the Office, and the Office will ultimately make a decision regarding whether, to which Projects, and in what amounts to Award grant funds based on which Projects provide the best value to or the greatest benefit of the State by providing the greatest overall benefit in furthering telework, telehealth, distance learning, and other remote services in connection with the COVID 19 pandemic. This is accomplished by increasing broadband access and adoption across the State through grants to Communications Service Providers that Facilitate Broadband service by expanding at or above 25/3 Broadband or 100/20 Broadband, as applicable, and/or by increasing subscribership by Non-Adopters to 25/3 Broadband or faster service, taking into consideration the factors outlined in this NOFA.

Applicants must supply answers to or provide required information by completing applicable forms and exhibits in connection with this Section 3 (Scoring Methodology) in accordance with the terms, conditions, and requirements set forth herein. An Application that fails to do so may be rejected. The Office reserves the right to consider information elicited in or supplied in response to other sections of the NOFA in considering the factors outlined below, to consider information elicited in or supplied in response to a specific factor outlined below in considering other factors outlined below, or obtained from other sources as identified in or permitted by this NOFA/application process, including but not limited to the Broadband Availability Map. Successful Applicant's Projects will be expected to meet or exceed any representations made in connection with any questions or inputs associated with any scored factors outlined below, and any related answers or inputs are hereby made contractual obligations of Applicant and incorporated by reference into any resulting Grant Agreement as if fully set forth therein.

**3A.1 Broadband Infrastructure Project Scoring Methodology.** A maximum of **one-hundred (100) points** is available for each Broadband Infrastructure Project. Infrastructure Projects will be scored using all Quantitative Factors set forth in Section 3A.1 and all Qualitative Factors set forth in Section 3A.2.

3A.1.1. *Quantitative factors.* For Infrastructure Projects, the following factors will be evaluated through the quantitative portion of this NOFA. The inputs for this Section 3A.1.1 (Quantitative Factors) are to generally be supplied by Applicant on the Infrastructure Worksheet and the Budget Plan, or may otherwise be sourced from information otherwise obtained as part of the application process or the data sources underlying the Broadband Availability Map. The information necessary for Applicants to complete this portion of the Application is supplied through completion of the Core Application (Census Block Input Tab, Exhibit B, and Exhibit D).

3A.1.1.1. Rurality. This factor operates on the premise that Projects located in rural areas are in greater need of Broadband service than other areas. For purposes of this factor, “rurality” is defined as a function of Broadband Unit density per square mile.

**Formula:** The aggregate number of Broadband Units within the Census Block forming the basis of the Project **divided by** ( $\div$ ) by the total square miles forming the basis of the Project.

This results in a “rurality” measure. The lower the measure, the more “rural” the Project. The resulting measure of all applicants will be compared against each other to calculate the Rurality score for each individual Applicant.

3A.1.1.2. Efficiency. This factor operates on the premise that the more Broadband Units delivered through lower Total Project Costs, the more efficient the delivery. Thus, Projects resulting in higher Broadband Unit delivery per dollar spent represent more efficient use of grant dollars.

**Formula:** The estimated Total Project Cost **divided by** ( $\div$ ) by the total number of Broadband Units Applicant represents will be Facilitated with 25/3 or greater Broadband upon the completion of the Project.

This results in a Project-dollars per Broadband-Units-Facilitated measure. The lower the measure, the more efficient the Project. The resulting measure of all applicants will be compared against each other to calculate the Efficiency score for each individual Applicant.

3A.1.1.3. Total Broadband Units Delivered. This factor operates on the premise that Projects Facilitating at least 25/3 Broadband to the most Broadband Units help to achieve the core goals of the CARES Act, *i.e.*, to support statewide response to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19). Accordingly, Applicant must identify the total unserved Broadband Units the Applicant represents will be Facilitated with 25/3 Broadband upon the completion of the Project. The totals of all applicants will be compared against each other to calculate the Total Broadband Units Delivered score for each Applicant.

3A.1.1.4. Completeness. This factor operates on the premise that Projects that make 25/3 Broadband available to a higher proportion of Broadband Units within the Census Blocks forming the basis of a Project further the objectives of the Program.

**Formula:** The aggregate number of Broadband Units within the Census Blocks forming the basis of the Project **divided by** ( $\div$ ) the total unserved Broadband Units Applicant represents will be Facilitated with 25/3 Broadband upon the completion of the Project.

This results in a “completeness” measure. The higher the measure, the more complete the Project. The resulting measures of all applicants will be compared against each other to calculate the Completeness score for each individual Applicant.

3A.1.1.5. Relative Speed. This factor operates on the premise that Projects that Facilitate higher upload/download speeds further the objectives of the Program.

**Formula:** The average upload/download speeds in terms of megabits per second that the Applicant represents will be Facilitated to all Census Blocks forming the basis of the Project.

The resulting averages of all applicants will be compared against each other to calculate the Relative Speed score for each individual Applicant.

3A.1.1.6. Targeted Service Areas. This factor operates on the premise that Broadband Infrastructure Projects that Facilitate Broadband Infrastructure to Targeted Service Areas further the objectives of the Program by Facilitating service to known underserved areas.

**Formula:** The total number of Targeted Service Areas forming the basis of the Project **divided by** ( $\div$ ) by the total number of Census Blocks forming the basis of the Project.

This results in a “TSA” measure. The higher the measure, the more Targeted Service Areas form the basis of the Infrastructure Project. The resulting measure of all Broadband Infrastructure Project applicants will be compared against each other to calculate the TSA score for each individual Broadband Infrastructure Project Applicant.

3A.1.2. *Qualitative Factors*. For Infrastructure Projects, the following factors identified below will be evaluated through the qualitative portion of this NOFA. Any required inputs for this Section are to be generally supplied by Applicant through Exhibit C (Qualitative Attributes Form), and as may otherwise be sourced from information obtained as part of the application process or the data sources underlying the Broadband Availability Map. Each Application’s score will be determined by the Evaluation Committee. **In connection with any of the following factors,**

**Applicants may provide evidence of need in support of their Project by uploading materials through the Iowa Grants System, which materials demonstrate how communities, households, businesses, schools, or hospitals are hindered in their ability to respond to the challenges of COVID-19 due to a lack of at least 25/3 Broadband. Such evidence, by way of example only, may include letters signed and endorsed by community officials, including but not limited to the mayor, city administrator, county supervisor, superintendent, hospital administrator, etc (“Supplemental Materials of Need”).**

- 3A.1.2.1. Distance Learning. This factor takes into consideration whether the Project will help Facilitate distance learning in the State of Iowa, through Broadband improvements, in connection with school closings to enable compliance with COVID-19 precautions. Generally speaking, Applications that demonstrate that the Broadband investments forming the basis of the Project will have a greater impact on distance learning needs in response will receive higher scores.
- 3A.1.2.2. Telehealth and Telemedicine. This factor takes into consideration whether the Project will help Facilitate telehealth and telemedicine services in the State of Iowa, through Broadband improvements, in connection with treating and responding to COVID-19. Generally speaking, Applications that demonstrate that the Broadband investments forming the basis of the Project will have a greater impact on telehealth and telemedicine capabilities will receive higher scores.
- 3A.1.2.3. Telework. This factor takes into consideration whether the Project will help Facilitate increased telework capabilities in the State of Iowa, through Broadband improvements, in connection with remote work arrangements implemented by employers in response to COVID-19 public health precautions. Generally speaking, Applications that demonstrate that the Broadband investments forming the basis of the Project will have a greater impact on telework capabilities will receive higher scores.

**3B.1 Broadband Adoption Project Scoring Methodology.** A maximum of **one-hundred (100) points** is available for each school district forming the basis of an Adoption Project. Adoption Projects will be scored using all Quantitative Factors set forth in Section 3B.1 and all Qualitative Factors set forth in Section 3B.2. Quantitative scores, determined on a per-school-district basis, will first be assigned on a per-school-district basis as calculated in accordance with Section 3B.1.1 (Quantitative factors). Total qualitative scores, determined on a Project basis, will then be applied across each school district forming the basis of the Application. In the end, Applications will receive total scores on a per-school-district basis, meaning Projects will ultimately be compared against each other on a school-district-by-school-district basis in a manner that may effectively result in partial awards from the perspective of the Applicant.

3B.1.1. *Quantitative factors.* For Adoption Projects, the following factors will be evaluated through the quantitative portion of this NOFA. The inputs for this Section 3B.1.1 (Quantitative Factors) are to generally be supplied by Applicant on the Adoption Worksheet, or may otherwise be sourced from information otherwise obtained as part of the application process or the data sources underlying the Broadband Availability Map. The information necessary for Applicants to complete this portion of the Application is supplied through completion of the Core Application (Exhibit B.1).

3B.1.1.1. *Need.* This factor operates on the premise that Broadband Adoption Projects are necessary in response to the COVID 19 public health emergency in areas of higher economic need where there is also a lack of Broadband access. Thus, Broadband Adoption Projects that identify areas of higher economic need where higher known Broadband shortages exist represent a stronger nexus to the CARES Act Requirements.

**Formula:** School districts in which expected Non-Adopters reside will be assigned a percentage (decimal) of the total students within the school district that are eligible to receive free and reduced lunch based on the most recently available Free and Reduced Lunch Eligibility measure for the school district (*e.g.*, 10% free and reduced lunch = .1) multiplied by (x) the percentage (decimal) of the households within the school district estimated to have no internet access as reported in the most recently available one-year estimate provided by the United States Census Bureau American Community Survey (*e.g.*, 50% lack of access = .5).

This results in a measure of Need (*e.g.*, .1 times (x) .5 = .05). The higher the measure, the greater the Need in the individual school district. Need measures will be compared against each other on a school-district-by-school district basis.

3B.1.2. *Qualitative Factors.* For Adoption Projects, the following factors identified below will be evaluated through the qualitative portion of this NOFA. Any required inputs for this Section are to be generally supplied by Applicant through Exhibit C.1 (Qualitative Attributes Form for Adoption Projects), and as may otherwise be sourced from information obtained as part of the application process or the data

sources underlying the Broadband Availability Map. Each Application's score will be determined by the Evaluation Committee. **In connection with any of the following factors, Applicants may provide evidence of need in support of their Project by uploading materials through the Iowa Grants System, which materials demonstrate how communities, households, businesses, schools, or hospitals are hindered in their ability to respond to the challenges of COVID-19 due to a lack of at least 25/3 Broadband. Such evidence, by way of example only, may include letters signed and endorsed by community officials, including but not limited to the mayor, city administrator, county supervisor, superintendent, hospital administrator, etc ("Supplemental Materials of Need").**

- 3B.1.2.1. Distance Learning. This factor takes into consideration whether the Project will help Facilitate distance learning in the State of Iowa, through Broadband improvements, in connection with school closings to enable compliance with COVID-19 precautions. Generally speaking, Applications that demonstrate that the Broadband investments forming the basis of the Project will have a greater impact on distance learning needs in response will receive higher scores.
- 3B.1.2.2. Telehealth and Telemedicine. This factor takes into consideration whether the Project will help Facilitate telehealth and telemedicine services in the State of Iowa, through Broadband improvements, in connection with treating and responding to COVID-19. Generally speaking, Applications that demonstrate that the Broadband investments forming the basis of the Project will have a greater impact on telehealth and telemedicine capabilities will receive higher scores.
- 3B.1.2.3. Telework. This factor takes into consideration whether the Project will help facilitate increased telework capabilities in the State of Iowa, through Broadband improvements, in connection with remote work arrangements implemented by employers in response to COVID-19 public health precautions. Generally speaking, Applications that demonstrate that the Broadband investments forming the basis of the Project will have a greater impact on telework capabilities will receive higher scores.

## SECTION 4—Review/Award Process

**4.1. Overview of the Review Process.** Review/evaluation of Applications submitted to the Office pursuant to this NOFA and Award decisions will be conducted and made in the following phases:

4.1.1. *Technical Review/Quantitative Scoring.* Following the expiration of the deadline for the receipt of Applications, the Office will review all Applications received and:

4.1.1.1. Technical Review. Conduct a preliminary “**Technical Review**” to ensure compliance with the terms, conditions, and requirements of this NOFA (e.g., whether an Application was received within the submission deadline, whether an Applicant or Project is eligible for consideration by the Office, or any other reasons an Applicant may be disqualified or an Application rejected outright), and to screen out any Applications that do not comply with the terms, conditions, or requirements of any of the foregoing where appropriate.

4.1.1.2. Quantitative Scoring. Calculate an Application’s Quantitative Score in accordance with and utilizing the respective formula(s) set forth in Section 3A.1.1 (Quantitative Factors) for Infrastructure Projects and Section 3B.1.1 (Quantitative Factors) for Adoption Projects, as applicable. **Regardless of whether an Applicant’s project is comprised of only one or both components, the Broadband Infrastructure and Broadband Adoption components of any proposed Project will be scored and evaluated separately.** A Project’s Quantitative Score is the outcome of predetermined formulas which require little-to-no exercise of discretion by the Office as part of the evaluation process. The inputs for these formulas for Infrastructure Projects are primarily supplied by Applicants through the Infrastructure Worksheet, the Budget Plan or may otherwise be sourced from data elements obtained as part of this application process and the data sources underlying the Broadband Availability Map, and for Adoption Projects are primarily supplied by Applicants through the Adoption Worksheet.

4.1.2. *Evaluation Committee Review and Recommendation.* After the Technical Review and Quantitative Scoring is complete, the Evaluation Committee will review all Applications received that pass the Technical Review in accordance with the terms, conditions, and requirements of this NOFA.

4.1.2.1 Qualitative Scoring. The Evaluation Committee will be primarily responsible for reviewing and scoring the qualitative aspects of proposed Projects as part of the Scoring process, including the respective factors set forth in Section 3A.1.2 (Qualitative Factors) for Infrastructure Projects and Section 3B.1.2 (Qualitative Factors) for Adoption Projects, as applicable. **Regardless of whether an Applicant’s project is comprised of only one or both components, the Broadband Infrastructure and Broadband Adoption components of any proposed Project will be scored and evaluated separately.** The inputs for these formulas for Infrastructure Projects are

primarily supplied by Applicants through **Exhibit C** (Qualitative Attributes Form) for Infrastructure Projects or as may otherwise be sourced from data elements obtained as part of this application process and the data sources underlying the Broadband Availability Map, and for Adoption Projects are primarily supplied by Applicants through **Exhibit C.1** (Qualitative Attributes Form) for Adoption Projects.

- 4.1.2.2 Final Recommendation. After the Evaluation Committee completes the Qualitative Scoring process, the Evaluation Committee will make a recommendation(s) to the Office regarding whether, to which Projects, and in what amount(s) to Award grant funds in accordance with the terms and conditions of this NOFA. In formulating its final recommendation(s), the Evaluation Committee is not bound by the results of the scoring process, which scoring process is a tool for intelligent decision making and a consensus-based decisional process that considers the key factors set forth in this NOFA.
- 4.1.3. *Final Agency Decision(s)/Notice of Intent to Award*. Taking the Evaluation Committee’s recommendation(s) into account, the Office will make the final Award decision and notify each Applicant to which it has decided to make an Award by issuing a “**Notice of Intent Award**” or “**NOIA**.” The Office is not bound by the recommendation(s) of the Evaluation Committee. Such NOIA shall be distributed by email to the Applicant’s Authorized Contact. The Office will also post the NOIA online at [Iowa Grants](#) and <http://ocio.iowa.gov/broadband>. Unsuccessful Applicants are solely responsible for reviewing such websites to determine their Award status.
- 4.1.4. Notwithstanding anything in this NOFA to the contrary, in both the Evaluation Committee making its recommendation(s) to the Office and the Office making its final Award decision(s), neither the Evaluation Committee nor the Office is bound by any scores or scoring system used to assist in assessing the relative merits of each Application. The scores and scoring system are a tool to facilitate intelligent decision making and a consensus-based decisional process that considers the key factors set forth in this NOFA.
- 4.1.5. *Grant Agreement Execution*. Following the issuance of the NOIA, the Office will distribute final Grant Agreements for the successful Applicants’ review and signature. The Grant Agreement for this Emergency Program is labeled as “**Exhibit E**.” See Section 5 (Grant Agreement Terms and Conditions) for instructions on how to propose modifications to the Grant Agreement as part of this NOFA process. Successful Applicants will be given ten (10) working days from the date of receipt of a final Grant Agreement to negotiate and sign a contract with the Office. If a Grant Agreement has not been executed within ten (10) working days of an Applicant’s receipt thereof, the Office may, in its sole discretion, cancel the Award with respect to that Applicant and begin negotiations with another Applicant, as deemed appropriate by the Office. The Office may, in its sole discretion, extend the time period for negotiations of the Grant Agreement.
- 4.1.6. *Grants Management Policies and Procedures Guide*. The Office anticipates issuing a

Grants Management Policies and Procedures Guide, which may be updated from time to time, and which guide will describe the financial, oversight, and administrative requirements, policies, and procedures the Office will require Grantee's to follow in the Office's administration of CARES Act Requirements. The primary purpose of this guide is to assist applicants in navigating Project verification, reporting, claims, and other administrative processes in a manner that will facilitate the Office's compliance with CARES ACT Requirements, and will be considered a contractual obligation of Grantee.

## SECTION 5—Grant Agreement Terms and Conditions

By submitting an Application, Applicant acknowledges its acceptance of the terms, conditions, criteria, and other requirements of the NOFA and the Grant Agreement, as prepared to ensure compliance with CARES Act Requirements, labeled as “**Exhibit E**,” without change, except as otherwise expressly stated in its Application and otherwise permitted herein. If Applicant takes exception to a provision in the Grant Agreement, it must identify such exception by page and section number, state the reason for the exception, and set forth the specific language it proposes to include in place of that section or provision. This may be communicated through a redline with comments in the margins. If Applicant’s exceptions or proposed responses materially alter the NOFA, or if Applicant submits its own terms and conditions or otherwise fails to follow the process described herein, the Office may reject the Application, in its sole discretion. The Office reserves the right to either Award grant funds without further negotiation with a successful Applicant, or to negotiate terms and conditions with a successful Applicant if the best interests of the Office, the Program, and the State would be served. *See* Section 1.7.9 (Grant Agreement Execution) for timelines related to Grant Agreement negotiations.

## SECTION 6—Attachments

The following forms/reference documents can be found on the OCIO Broadband Grants website, available at: <https://ocio.iowa.gov/broadband-grants>:

- **Exhibit A**—This Notice of Funding Opportunity #002 (“**NOFA**”).
- **Exhibit B(s)**—Project Worksheet (“**Project Worksheet**”)
  - **Exhibit B**—Infrastructure Worksheet.
  - **Exhibit B.1**—Adoption Worksheet.
- **Exhibit C(s)**—Qualitative Attributes Form(s).
  - **Exhibit C**—Qualitative Attributes Form for Infrastructure Projects.
  - **Exhibit C.1**—Qualitative Attributes Form for Adoption Projects.
- **Exhibit D**—Budget Plan for Infrastructure Projects (“**Budget Plan**”).
  - **Note:** Exhibits B through D are located in separate Worksheets within the Excel Workbook entitled “**Broadband Grants Core Application.**”
- **Exhibit E**—Grant Agreement.
- **Exhibit F**—Certification, Authorization, and Release of Information.
- **Exhibit G**—Form 22.
- **Exhibit H**—Application Checklist.
- **Exhibit I**—Iowa Grants Registration Instructions.
- **Exhibit J**—Iowa Grants Application Instruction Guidance.
- **Exhibit K**—Project Selection and Data Export/Import Instructions.
- **Exhibit L**—Prior Funding Statement

## SECTION 7—Links

The following reference materials are available by clicking on the links identified below:

- The Broadband Availability Map and related information, *available at:* <https://ocio.iowa.gov/broadband-availability-map-version-2>.