Reimbursement Guide

EMPOWER RURAL IOWA BROADBAND GRANTS CLOSEOUT
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Project Completion and Closeout

The Iowa Office of the Chief Information Officer utilizes the IowaGrants.gov system for project completion and closeout. If you are not a registered user of this system, please follow the instructions provided in Exhibit J of the Notice of Funds Availability found here: https://ocio.iowa.gov/file/exhibitj-iowagrantsregistrationinstructions.pdf

Tips for working within the IowaGrants.gov system:

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

Step 1: Navigating the Main Menu

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

Click on the “My Grants” icon to access current projects that are underway.
Step 2: Select the Project Title for Reimbursement

Step 3: Select the “Claims” Project Component
Step 4: Click “Add” to Create Claim

Step 4: Enter the Claim General Information

The Claim Type* is ‘Reimbursement”

Enter the Report Period “From Date” as the beginning date of project work. This date cannot be earlier than the issuance of the Notice of Funds Availability.

Enter the Report Period “To Date” as the date of all work completed and allowable expenditures incurred.

Click “Save” when complete.
Step 5: Return to Components

Click the “Return to Components” link.

Step 6: Complete the Component Forms-Certification of Project Completion

Your screen will now have three components (forms) that require information regarding project completion. Select the “Certification of Project Completion” link.
Step 7: Certifying Project Completion

Click the appropriate answer to the three (*) questions. If you select “no” as the answer to any of these questions, a detailed explanation will be required in the field titled “Qualified Certifications”.

Step 8: Project Completion Required Uploads

Follow the directions detailed in this section. Include the name of your organization and grant number as part of the file name. Example: 297309_MBNetworks.csv
Step 9: Permit Field Tests and Qualified Certification

Click the appropriate answer for the (*) questions. If you select “no”, a detailed explanation is required in the Qualified Certification field.

Step 10: Acknowledgement

Click the check box to complete the “Acknowledgement” field and scroll to the top of the form and click “Save”.

Click “Mark as Complete”, which is located toward the top of the webpage form.

Step 11: Edit the Component Forms-Summary of Allowable Expenses

Click on the “Summary of Allowable Expenses” link.
Step 12: Identify Allowable Expenditures

Begin entering total project costs and reimbursement requested by line item. Please use the budget line assigned code as a reference point when compiling supporting documentation for allowable project expenditures. Click “SAVE” when complete.

Exhibit D and D.1 are the forms submitted as part of the Broadband Grants Program Application Budget Plan. A Grantee may only seek reimbursement for fifteen percent (15%) of its awarded Total Project Costs or actual Total Project Costs, whichever is less.

Example Application Exhibit D
Collecting the Required Documentation for Reimbursement
The Office of the Chief Information Officer requires two types of proof for each project expenses:

1. **Proof of Purchase**
2. **Proof of Payment**

**Proof of Purchase**
Identifies what was purchased and when. Acceptable documents include:

- Detailed invoices
- Itemized receipts

**Requirements:**

- Invoices must have an itemized list or a description of the items or services purchased. OCIO cannot accept a statement that lists invoice numbers without descriptions.
- If there are unrelated items on the invoice or receipt, identify them.
- Purchases must occur within the date of the issuance of the Notice of Funds Availability (based on your award cycle) and the project completion date.

**Proof of Payment**
Identifies how and when payment for items was made. Acceptable documents include:

- Bank statements
- Cleared checks
- Credit card statements

**Requirements:**

- Checks must be cleared by your bank or credit union. Carbon copies of checks are not sufficient proof.
- Date of payment cannot occur before purchase.
- If there is sensitive information on the documents, cover or remove it before uploading into IowaGrants.gov. We do not need to know your account number or routing number.

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

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

**Requirements:**

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

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

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

To Calculate **Total Allowable Expenditures**:

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

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

Submitting the Required Documentation for Reimbursement

Step 13: Upload Supporting Documents

There are three files required for supporting documentation:

- The Summary Invoice (on the Grantee organization’s letterhead)
- A PDF file containing all proof of purchase documents
- A PDF file containing all proof of payment documents

Click the applicable file button for each upload.
Step 14: Certification of Allowable Expenditures and Acknowledgement:

Certification of Allowable Expenditures

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

- That such Allowable Expenditures are true, accurate, and in fact constitute Allowable Expenditures, actually and previously incurred by Grantee.
- That such Allowable Expenditures are directly related to the installation of Broadband Infrastructure that facilitates 25/3 Broadband.
- That such Allowable Expenditures were utilized for the installation of Broadband Infrastructure in Targeted Service Areas identified in the original Application/forming the basis of the Project (except and solely to the extent as otherwise permitted by an exception granted to a Grantee by the Office as part of the Application process, as permitted by and in accordance with Iowa Administrative Code chapter 129—22 and the NOFA).
- That such Allowable Expenditures were not incurred prior to the effective date of the issuance of the NOFA: September 20, 2019.

Read each statement and click “yes” to certify and attest to the financial information submitted in the claim.

Acknowledgement

PLEASE READ BEFORE SUBMITTING: By submitting this reimbursement claim, I, on my own behalf or as a representative of the company identified above, as applicable, expressly represent that I am authorized to make the above factual representation on behalf of said company and/or myself, as applicable, and under penalty of perjury as authorized by Iowa Code section 735.1 and pursuant to the laws of the state of Iowa, certify the following with respect to this form submitted on behalf of said company and/or myself: any statements, representations, warranties, certifications, or allegations made in this form, including any attachments or enclosures associated therewith, are true and accurate, I, on behalf of said company and/or myself, have not knowingly made any false statements or representations in this form. In addition to any criminal penalties authorized by Iowa Code section 735.1 that may result from any false statements of material fact made herein or any other remedies available at law, equity, or otherwise, if it is subsequently determined that I have made a statement, representation, warranty, certification, or allegation in this form, or any attachments or enclosures associated herewith, that is later proven untrue in any material respect, the company on which I submitted this form on behalf of may be disqualified from current incentive programs administered by the Office or may be ordered to repay the Office the entire amount of any funds previously distributed by the Office to said company in connection with any current incentive programs administered by the Office. This form, as completed, any attachments hereeto, and any other information or materials submitted to the Office in connection with this form or related inquiry, shall be considered public records and shall be made available for public examination and/or dissemination upon request by third parties as required by Iowa Code chapter 22. The Office reserves the right to reject this form and relative consider any information communicated through this form as neither credible nor probative if this form is not fully and properly filled out.

By clicking on the following check box, I acknowledge I read and agree to the statement above.

Click the check box indicating the acknowledgement and scroll to the top of the webform. Click “SAVE”.
Step 15: Complete Claim and Submit to OCIO

Click “Mark as Complete”.

Click “Submit”. All components will be marked complete. **No edits can be made after it is submitted.**
The Claims Payment Process
OCIO Broadband Program staff will receive notification of the claim once it is submitted by the Grantee. When the claim is reviewed, staff will notify the grantee of an action taken. These actions could include:

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

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

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

Examples could include:

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

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

Receiving a Payment from the State
Before any payment can be issued, the Iowa Department of Administrative Services requires information from the Grantee to set up a vendor number. OCIO staff will send each Grantee two forms to complete. Both forms are also available here: https://das.iowa.gov/state-accounting/manuals-forms-references/forms

- A W-9 form completed by the Grantee with the information needed to set them up in the state’s accounting system. If the Grantee is already assigned a vendor number, we will confirm business address information.
- An Electronic Funds Transfer (EFT) Form: (if the Grantee prefers to receive an electronic warrant for payment)

Iowa Broadband Program Office Contact Information:
If you have questions, please email OCIO at: ociogrants@iowa.gov or call (515)-281-5503.

Attn: Jessica Turba, Special Projects Administrator
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