

**261—411.8 (83GA,SF376) Administration of awards.**

**411.8(1) Notice of award and conditions.** Applicants will be notified in writing of the board's decision, including any conditions and terms of approval. Award conditions may include but are not limited to the following:

*a. Awards conditioned on completion of external requirements.* Certain activities may require that permits or clearances be obtained from other state or local agencies before the activity may proceed. Awards may be conditioned upon the timely completion of these requirements.

*b. Awards conditioned on other financial sources.* Awards may be conditioned upon commitment of other sources of funds necessary to complete the activity, including the receipt of federal grants or loans.

*c. Awards conditioned on implementation plan.* Awards may be conditioned upon ITTC's receipt and approval on behalf of the board of an implementation plan for the funded activity.

**411.8(2) Contract required.**

*a. Contract contents.* A contract shall be executed between the recipient and ITTC on behalf of the board. The rules in 261—Chapters 410 to 412 and applicable state laws and regulations shall be part of the contract. The agreement will include, but is not limited to:

(1) A description of the project to be completed by the recipient.

(2) Length of the project period.

(3) Conditions to disbursement as approved by the board.

(4) Reporting requirements, to be made to the board consistent with federal requirements, on the use and effectiveness of the grant funding.

(5) The reimbursement requirements of the recipient or other penalties imposed on the recipient in the event the recipient does not meet the commitments set forth in the contract, in the documentation provided to establish eligibility, or in other provisions negotiated on a project-by-project basis.

*b. Contract amendments.* Any substantive change to a funded project will require a contract amendment approved by the board. Substantive changes include, but are not limited to, contract time extension, budget revisions, and significant alterations of existing activities or beneficiaries.

**411.8(3) Deadline for contract execution.** A recipient must execute and return the contract to ITTC within 60 days after the contract is sent to the recipient. Failure to do so may be cause for the board to terminate the award.

**411.8(4) Accounting.** On behalf of the board, the telecommunications and technology commission shall establish separate accounts for the bond proceeds and non-bond proceeds received to fund Iowa broadband deployment program grants.

**411.8(5) Grant information posted on Web site.** All disbursements and related, nonconfidential information for each grant will be posted on [www.broadband.iowa.gov](http://www.broadband.iowa.gov) and will be accessible by the public within 30 days after distribution of funds.

**411.8(6) Project status reports.**

*a. Quarterly status reports and contents.* Each grantee shall submit a quarterly state status report to the board on or before each of the following dates: March 31, June 30, September 30, and December 31. Each quarterly status report shall, at a minimum, include the following information:

(1) The total amount of the grant from the board;

(2) The total amount of grant funds that the grantee has expended or obligated; and

(3) A detailed list of all projects or activities for which Iowa grants were expended or obligated,

including:

1. The name of the project or activity,

2. A description of the project or activity,

3. An evaluation of the completion status of the project or activity, and

4. An estimate of the number of jobs created and the number of jobs retained by the project or activity.

*b. Copies of federal status reports.* At the time the grantee submits this state quarterly status report, the grantee shall also submit copies of the grantee's most recent federal status reports.

*c. Final project completion report.* Within 30 days of completing a project funded by grant funds, a grantee shall submit to the board a final report that summarizes the grantee's quarterly filings, describes the nature of the completed project, and states whether the project's goals have been satisfied.

**411.8(7) Report to legislature.** The board shall provide a report to the general assembly, the legislative services agency, and the department of management on the status of all projects completed or in progress. The board shall submit the report each year, on or before January 15.

*a.* The report shall include the following information about each project funded by grants awarded by the board:

- (1) A description of the project,
- (2) The work completed on the project,
- (3) The total estimated costs of the project,
- (4) A list of all revenue sources being used to fund the project,
- (5) The amount of funds expended on the project,
- (6) The amount of funds obligated to the project, and
- (7) The date the project was completed or an estimated completion date of the project.

*b.* The report may include any other information related to the board and the board's activities, including but not limited to descriptions of significant board actions and requests for additional legislation that would further the purposes of the board.

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