Instructions for Completing HRAC Calculation Excel File

Download and open the Excel file.

The Excel file is divided into two sheets, indicated by the tabs at the bottom of the screen. The file should open in the "Utility Inputs" sheet tab. This is the only sheet where input from the utility is required. Input is required only for the unshaded (white) cells, and for the pulldowns in the cells shaded yellow. The grey-shaded cells do not require input, and are protected.

The entries are divided into three main sections: **the monthly charge, additional charges, and county(s) in which the charges apply**. The spreadsheet will automatically calculate the credit, if any, that should apply.

**The Monthly Charge**: Entries into this area vary, depending on whether a provider offers voice service as a stand-alone offering, or only as part of a package.

* **Stand-alone voice offering:** If a provider offers voice as a stand-alone service (for example, a traditional telco offering R1 service), enter the monthly fee for that service in the first box. Additional mandatory charges, such as EAS surcharges, are entered in the additional charges area, below.
* **Package Only:** If providers offer voice service only as part of a package, enter the monthly price for the least expensive generally available package of service, assuming the customer provides their own equipment. Then enter the percentage of the cost of the package attributable to just the supported voice service. If the provider knows that percentage, use it. If not, use the following “safe-harbor” approximations.
  + For packages which include voice plus long distance and features such as Caller ID and Call Waiting, assume that voice accounts for 90% of the cost of the package. Enter 90 in the “% of bundle price due to voice” box.
  + For packages which include voice and data (e.g. smartphone service), assume that voice is 25% of the cost of the package. Enter 25 in the “% of bundle price due to voice” box.
  + For packages which include voice service bundled with video (TV) and broadband access assume that voice accounts for 10% of the cost of the service. Enter 10 in the “% of bundle price due to voice” box.
  + For packages which include voice bundled with high-speed broadband service (over 10Mbps), assume that voice accounts for 10% of the cost of the service. Enter 10 in the “% of bundle price due to voice” box.
* **Prepaid Service:** if a cellular provider offers service only on a prepaid basis, with no monthly charge, enter zero in the Stand Alone Residential Voice Rate box, and ignore the package rate. Instead enter the price of 120 minutes (or the closest available amount offered) in the 120 calls box in the Other Monthly Charges section.

**Additional Charges:** The Wisconsin Administrative Code (Wis. Admin Code s. 160.09(3)(a)) defines the charges which can, and cannot, be included in the calculation of the high rate assistance credits. For simplicity, we have included the most common charges as separate line items. If customers are charged any of these charges or fees as stand-alone items on their bills, enter the amount charged. If a charge is assessed as a percentage of the total, enter a typical / representative / median amount. If a particular fee is not assessed, enter zero.

**Counties in which Charge Applies:** This section calculates the median household income by county (MHIC) for the area in which the charge applies, and for which the HRAC is calculated. The spreadsheet calculates the weighted average MHIC for exchanges that cross county boundaries. We have simplified entry for charges that apply statewide and for exchanges that are contained entirely in one county.

* **Statewide Charges:** If the charges apply statewide, choose “statewide average” from the pull down menu in the top yellow-shaded box. Leave the other boxes blank. Then enter 1 in the Res Lines per County box. Since line counts are only used to weight the average, an exact number is not necessary, but you can use an actual count if you prefer. It will not affect the result.
* **Exchange is Contained in Just One County:** If the rate is charged in just one county, select that county from the pull-down menu in the top yellow-shaded box. Leave the other boxes blank. Then enter 1 in the Res Lines per County box. Since line counts are only used to weight the average, an exact number is not necessary, but you can use an actual count if you prefer. It will not affect the result.
* **Rate Applies in Multiple Counties:**  If the rate is charged in more than one county, select the first county from the pulldown menu in the top yellow-shaded box. Enter the number of residential customers in that county in the corresponding “Res lines per county” box. Select the second county in the second yellow-shaded box and enter the number of residential customers in the corresponding white box. Repeat for any additional counties.

**Result:** The spreadsheet will automatically calculate the results. Once all necessary data is entered, check the upper left corner of the spreadsheet. It will show either “No credit applies” or “Yes, HRAC credit applies.” If a credit applies, the amount will appear after “Amount of HRAC credit.”

If the result shows that HRAC credits apply, enter the Company Name and Exchange in the appropriate boxes and save the spreadsheet with a unique name. Send a copy of that spreadsheet to [peter.jahn@wisconsin.gov](mailto:peter.jahn@wisconsin.gov).

**Note:** If you want to refer to the result again, please save the spreadsheet on your computer or network. None of the entries or results made on downloaded spreadsheets are sent to or saved by the Commission.

If you have questions or comments about the spreadsheet or the HRAC program itself, please contact Peter Jahn at 608-267-2338,or via email at [peter.jahn@wisconsin.gov](mailto:peter.jahn@wisconsin.gov).