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## Introduction

This guide is intended for Grants System Users who wish to apply for any grant, or subsequently manage an active grant project, from a grant program offered by the Public Service Commission (PSC) of Wisconsin. This guide will walk Grants System Users through all steps in the grant application and grant project management process in the external facing PSC Grants System. Consider keeping this guide in a handy place to reference as while working with the system through different aspects of the grant process.

## Getting Started

PSC Grants System users must also have an account on the PSC's Electronic Records Filing system (ERF) to access the PSC Grants System.

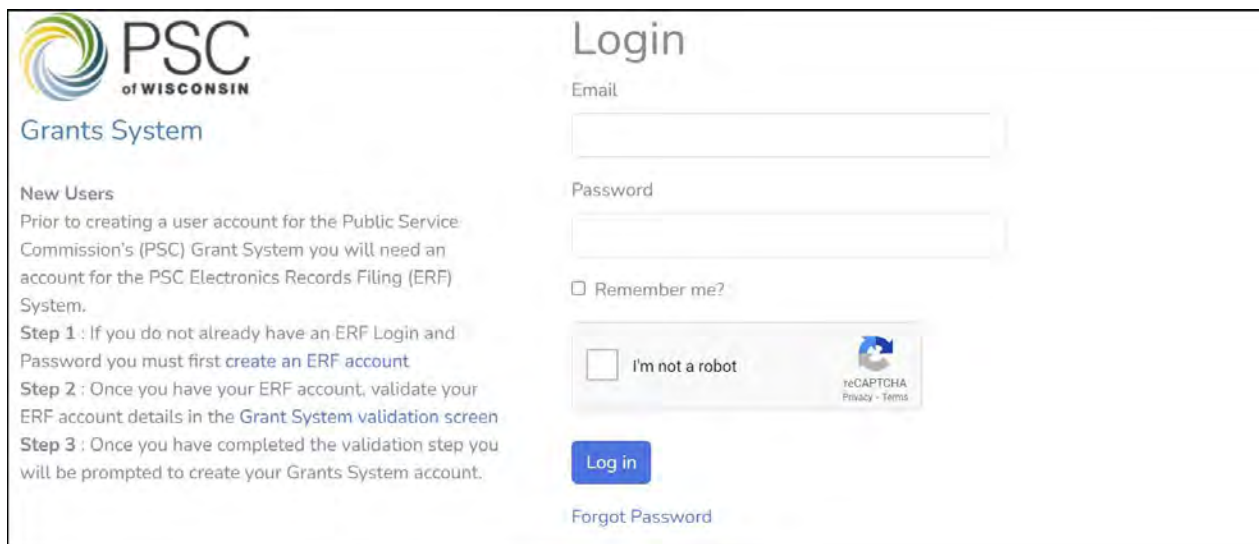
Use the link in Step 1 to log in and get started if the account is already set up and the log in is established.

New users must create and validate an ERF account if one does not already exist. The PSC Grants System login page has links so both tasks can be completed.

### Step 1 – Login Page

To create an account in the PSC Grants System, enter the following URL in a web browser:

URL: <https://apps.psc.wi.gov/apps/grants>

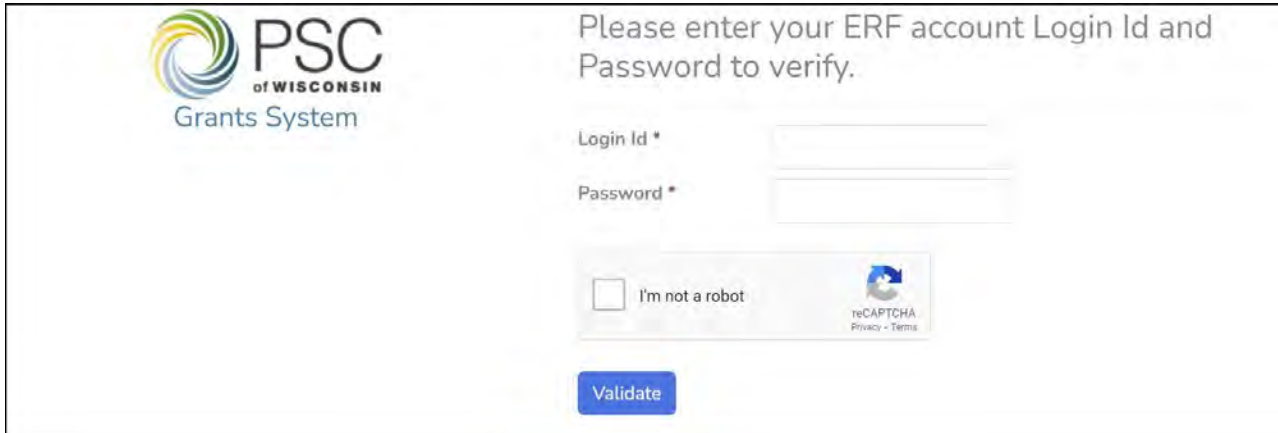


The screenshot shows the login interface for the PSC Grants System. On the left, the PSC of Wisconsin logo is displayed above the text "Grants System". Below this, a "New Users" section provides instructions: "Prior to creating a user account for the Public Service Commission's (PSC) Grant System you will need an account for the PSC Electronics Records Filing (ERF) System." It then lists three steps: Step 1 (create an ERF account), Step 2 (validate ERF account details), and Step 3 (create a Grants System account). On the right, the "Login" section contains input fields for "Email" and "Password", a "Remember me?" checkbox, a reCAPTCHA "I'm not a robot" checkbox, a "Log in" button, and a "Forgot Password" link.

- If an ERF account exists, log in to access available grants.
- If an ERF account needs to be created, follow the link to create an ERF Account, then return to the login page and follow step 2 to validate your ERF Account.

## Step 2 – Validate your ERF account.

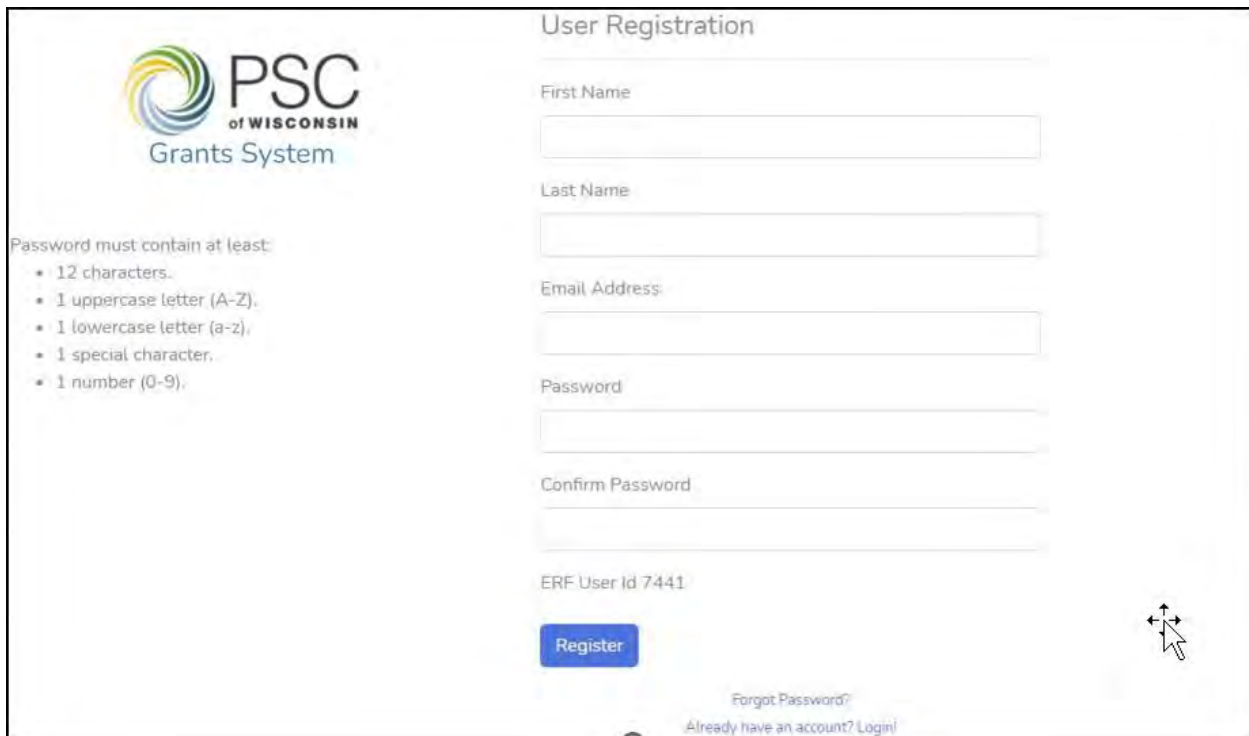
Enter an ERF Login Id, the ERF Password, and click 'Validate'.



The screenshot shows the PSC Grants System login validation page. On the left is the PSC of WISCONSIN Grants System logo. The main heading says "Please enter your ERF account Login Id and Password to verify." Below this are two input fields: "Login Id \*" and "Password \*". Under the password field is a reCAPTCHA widget with the text "I'm not a robot" and a "Validate" button at the bottom.

## Step 3 – Create PSC Grants System User Account and Login to the system.

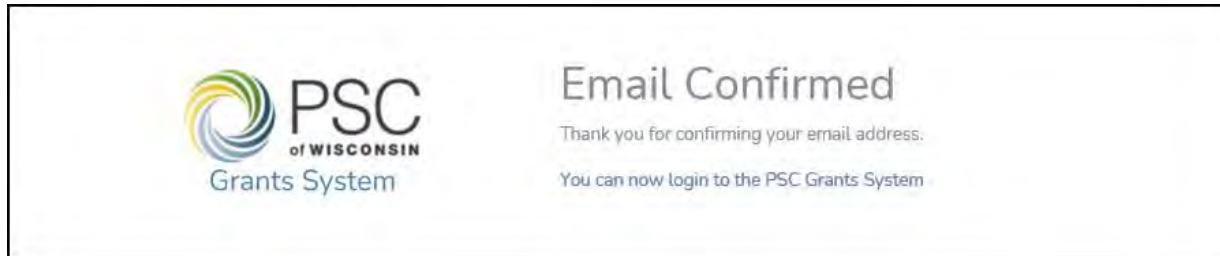
Once the ERF account has been validated, register as a new user in the PSC Grants System.



The screenshot shows the PSC Grants System User Registration page. On the left is the PSC of WISCONSIN Grants System logo. The heading is "User Registration". Below the heading are four input fields: "First Name", "Last Name", "Email Address", and "Password". Below the "Password" field is a "Confirm Password" field. To the left of the "Password" field, there is a list of password requirements: "Password must contain at least: 12 characters, 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 special character, 1 number (0-9)". At the bottom of the form is a "Register" button. Below the button, there are links for "Forgot Password?" and "Already have an account? Login!".

- Click 'Register'. You will be asked to verify your email to complete your registration.
- Check your email to get the confirmation link and click on the link in the email to complete your registration.

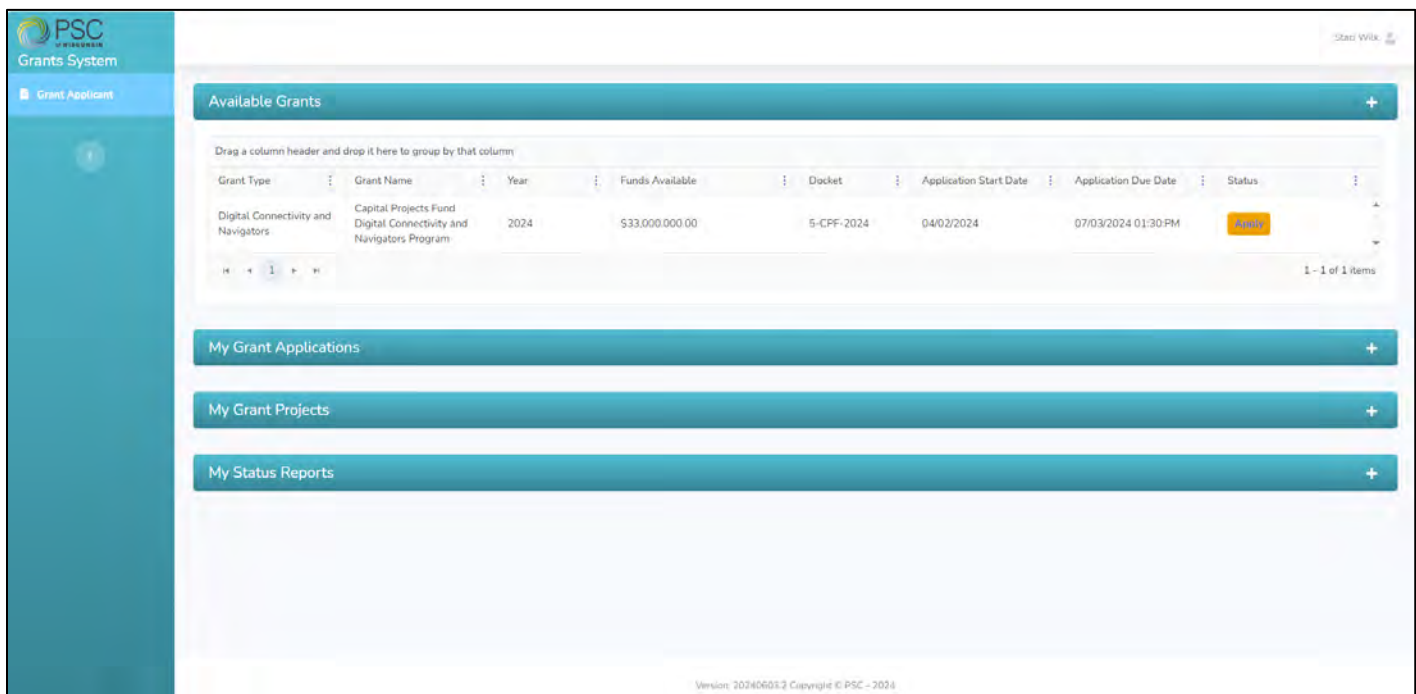
A confirmation email will be sent to the email address entered and the next step is to click the 'You can now login to the PSC Grants System' link to begin using the PSC Grants System.



## PSC Grant Application Submission Expectations

All grant applications have a due date and time associated with the submission. This will require a grant applicant to submit an application by a date and time specified to accept the submission. The Grants System will accept applications submitted through the final minute identified, but please be aware that the time used will be according to the PSC server time, not an applicant's personal computer. Grant applicants are encouraged to submit applications before the specified due date and time to avoid any potential issues with submission. Applications submitted after the specified date and time of submission for the grant will be rejected.

## Grant Applicant Landing Page



Log into the PSC Grants System and the available grant programs currently accepting applications will be listed under the Available Grants section. Choose the grant to apply for and click the 'Apply' button to begin a grant application.

## Grant Application Details tab

On the first tab, fill out both sections of the 'Grant Applicant Details'. Once both sections have been completed, click on the 'Create' button at the bottom of the page to continue through the Grant application.

Fields with a red asterisk are required fields. Grant Amount Requested, Recipient & Partner Contributions (if applicable), and Total Project Cost are not required until the time of submission, where these values will be expected to match the subtotals on the Budget tab.

Grant Application

Grant Application Details

Grant Id \*157  
Grant NameCapital Projects Fund Digital Connectivity and Navigators Program  
Docket Id5-CPF-2023  
Project Name \*  
Remaining Characters: 100  
Project Description \*

Grant Applicant Details

The grant applicant is the party who will receive the actual money

These fields are required for submission

Grant Amount Requested \*  
Recipient & Partner Contributions \*  
Total Project Cost \*

Applicant Type \*--Select--  
Applicant Entity Legal Name \*  
Applicant DBA Name  
Applicant Address \*  
Applicant City \*  
Applicant State \*--Select--  
Applicant Zip Code \*  
Applicant Phone # \*  
Applicant Phone # Ext.  
Applicant Email Address \*

Create

**NOTE:** The Applicant Entity Legal Name must be the entity that will sign the grant agreement, submit reimbursement requests, and receive grant disbursements.

## Additional Grant Application Tabs

Once the information on the Details Tab is saved, additional tabs will appear on the screen. Click on each tab to enter the information requested to complete your grant application.

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Staci Wilk 24/7 Testing

Details | **Contacts** | Contributions | Budget | Communities | Narrative | Upload | Submit | Create PDF

Grant Application Details

Grant Id \* 92

Grant Name Capital Projects Fund Digital Connectivity and Navigators Program

Docket Id 5-CPF-2023

Project Name \*  Remaining Characters: 77

Project Description \*

**NOTE:** If a tab is NOT included in the grant program being considered, it may not show. Please refer to the grant application instructions or contact the appropriate PSC staff for questions regarding the application process.

## Contacts Tab

On the Contacts tab, enter all contacts related to the application. Click 'Add New Contact' to enter a contact. At least one Primary contact must be designated and one Authorized Representative, which may or may not be the same person.

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Staci Wilk 24/7 Testing

Details | **Contacts** | Contributions | Budget | Communities | Narrative | Upload | Submit | Create PDF

Grant Application Contacts

Note: At least one primary contact is required.

+ Add New Contact

Contact Type	First Name	Last Name	Email	Phone	
Primary	Staci	Tester1	staciwilk@wisconsin.gov	(608) 843-7798	<a href="#">Edit</a> <a href="#">Delete</a>

Contact Types to add include:

- **Authorized Representative:** the person legally authorized to represent the organization when signing the grant agreement/contract with the PSC.
- **Primary:** The Grant Recipient's employee responsible for the administration of the Grant Agreement. This person should represent the Grant Recipient's interest regarding Agreement performance, financial records, and related considerations.  
**Secondary:** If applicable, a backup contact for PSC staff to contact.
- **Financial Manager:** If applicable, the person who will send reimbursement requests and who the PSC should contact about those requests. If none is entered, the Primary contact will be used by PSC staff.
- **Grants Manager:** If applicable, the person responsible for managing the grant project and submitting progress status reports. If none is entered, the Primary contact will be used by PSC staff.
- **Contractor/Consultant:** This person is any third-party consultant assisted in the preparation of your application or is otherwise closely involved in the day-to-day management of your project.



## Contributions Tab

Contributions, often referred to as “match,” throughout the system is important to understanding the full scope of a project. It is discussed on multiple tabs:

- Details Tab: Subtotal of Applicant + Contributor portion of overall project budget.
- Contributions Tab: Summary of contributions organized by Contributor Name and categorized by Cash, Salary or In Kind, which refers to what will be contributed.
- Budget Tab: Details on overall budget which includes a subtotal of the grant funds + match.

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Staci Wilk 24/7 Testing

Details Contacts Contributions Budget Communities Narrative Upload Submit Create PDF

### Recipient & Partner Contributions

List all parties contributing time, money, resources etc. to the project, including your own contributions. The total contributions on this page must equal the amount entered under Recipient & Partner Contributions on page 1 of this application.

Grant Amount Requested	\$10,000.00
Recipient & Partner Contributions	\$10,000.00
Total Project Cost	\$20,000.00

+ Add new record

Contributor Name	Cash	Salary	In Kind	Description	
Tester 2 Contributions	10000				Save Cancel
<b>Subtotals:</b>	\$10,000.00	\$0.00	\$0.00		

1 - 1 of 1 items

Total Recipient & Partner Contribution: \$10,000

**NOTE:** All In Kind contributions, which are contributions like, but different than money, require a description to denote what that contribution will be.

## Validation Step

1. If the subtotal for Recipient & Contributions on the Budget tab does not match the subtotal on the Recipient & Contributions tab, the system will display a warning. An application cannot be submitted until the values match across the tabs.
2. If the total value on the Recipient & Contributions tab does not match the Recipient & Contributions amount entered on the Grant Details tab, the system will display a warning. Work can continue with other parts of the application with these numbers not matching; however, the amounts must match to successfully submit the application.

## Budget Tab

For each Budget Item, enter the amount that will be covered by grant funds as well as the amount that will be covered by contributed ("match") funds. All costs entered on the budget should be considered allowable, allocable, and reasonable. All fields require an entry. Enter zero if there are no costs for the field.

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Staci Wilk 24/7 Testing

[Details](#)
[Contacts](#)
[Contributions](#)
[Budget](#)
[Communities](#)
[Narrative](#)
[Upload](#)
[Submit](#)
[Create PDF](#)

### Grant Application Budget

☒ Save changes
 ☐ Cancel changes

Budget Item	Grant Funded	Contribution Funded	Notes
Equipment	\$5,000.00	\$5,000.00	
Equipment - Non-Telecommunications	\$1,000.00	\$1,000.00	
Labor (Salary)	\$1,000.00	\$1,000.00	
Indirect	\$1,000.00	\$1,000.00	
Construction	\$1,000.00	\$1,000.00	
Contractual	\$1,000.00	\$1,000.00	
<b>Subtotal:</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	

Total Budget: \$20,000

1 - 6 of 6 items

**Note:** Be sure to click 'Save Changes' at the top before navigating away from this page or information will not save.

## Validation steps

1. If the subtotals on the Budget tab do not match the Contributions tab total and the Grant Amount entered on the Grant Details tab, the system will display a warning. An application cannot be submitted until the values match.
2. If the subtotal for Contributions added to the Budget tab does not match the subtotal on the Contributions tab, the system will provide a warning. An application cannot be submitted until the values match.



## Communities Tab

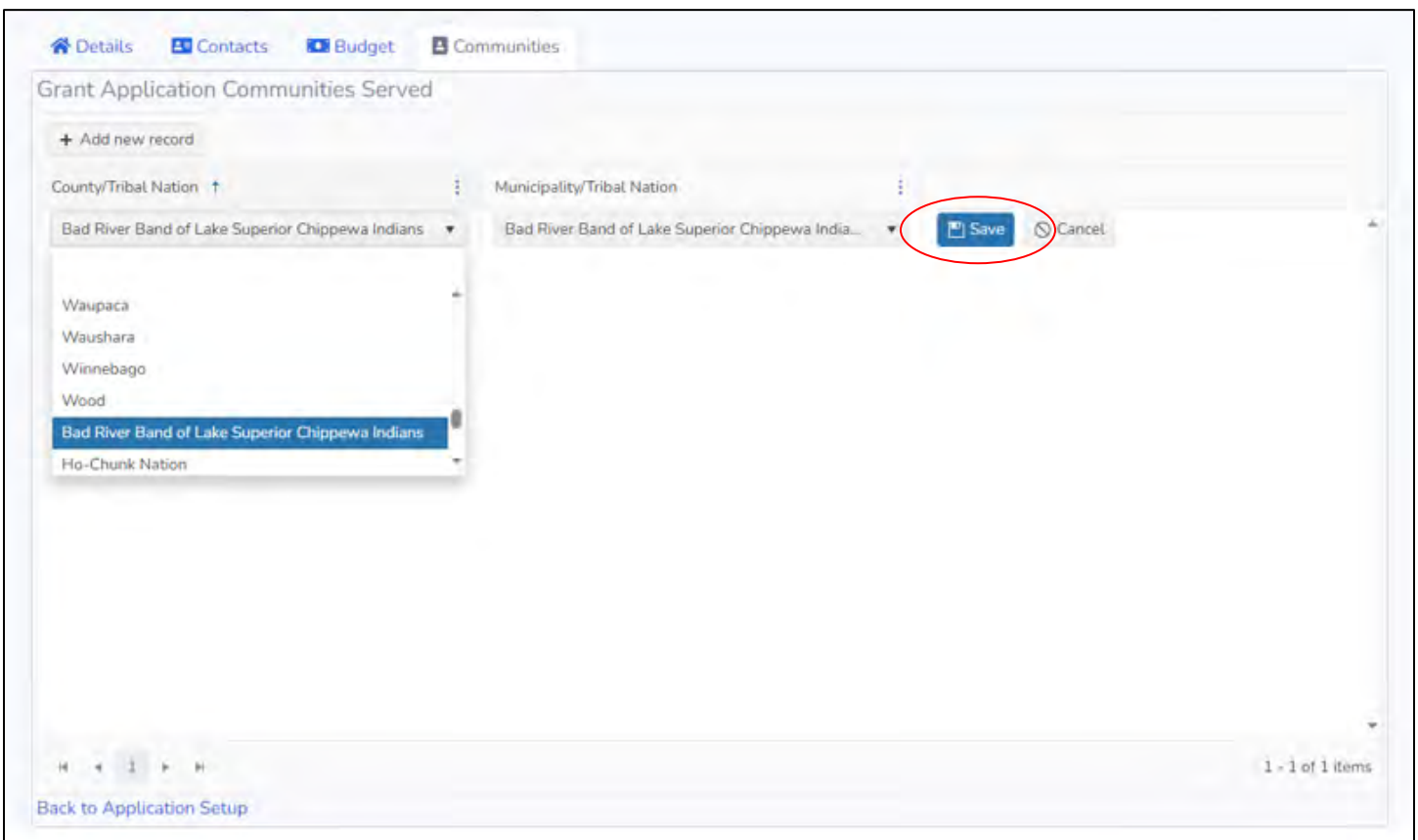
If identification of the communities that will be served is required in the grant application instructions, enter each County/Tribal Nation and the Municipality/Tribal Nation by adding a new record on the communities tab. Both fields are required. In some cases, this tab is not applicable to the grant.

Multiple Counties and Municipalities or Tribal Nations and Tribes can be added if that is applicable.

**Countywide projects:** If your project proposes to serve the entire county, select the county in both the 'County' dropdown and the 'Municipality' dropdown menus.

**Statewide projects:** If your project proposes to serve the entire state, choose 'Statewide' in both the 'County' dropdown and the 'Municipality' dropdown menus.

Select the 'Save' button to save changes on the Communities Tab.



Grant Application Communities Served

+ Add new record

County/Tribal Nation ↑ Municipality/Tribal Nation

Bad River Band of Lake Superior Chippewa Indians Bad River Band of Lake Superior Chippewa India...

Save Cancel

Waupaca  
Waushara  
Winnebago  
Wood  
Bad River Band of Lake Superior Chippewa Indians  
Ho-Chunk Nation

Back to Application Setup

1 - 1 of 1 items

## Narrative Tab

The Narrative Tab includes multiple questions on the project work proposed as a part of the application process. This section can consist of multiple pages of questions. Be sure to click the 'Save' button before navigating away from the bank of questions showing on the screen or to another the tab in the application so that work in progress will not be lost.

## Validation Step

1. All questions require an answer before an application can be submitted.
2. Refer to the grant application instructions of the grant program for direction on any questions, including whether a particular question may apply. At a minimum, the system will require some entry, e.g. "N/A," before clicking the 'Save' button.

## Upload Tab

The Upload tab can be used to add any documents as required by the grant application instructions for the grant program to which you are applying. Once the application is submitted, uploaded documents are published on the PSC's ERF system which is available to the public.

Upload requirements:

- Only .pdf and .xlsx file extensions are allowed
- Maximum file size for any single file is 4MB
- A maximum of 10 files can be uploaded per grant application

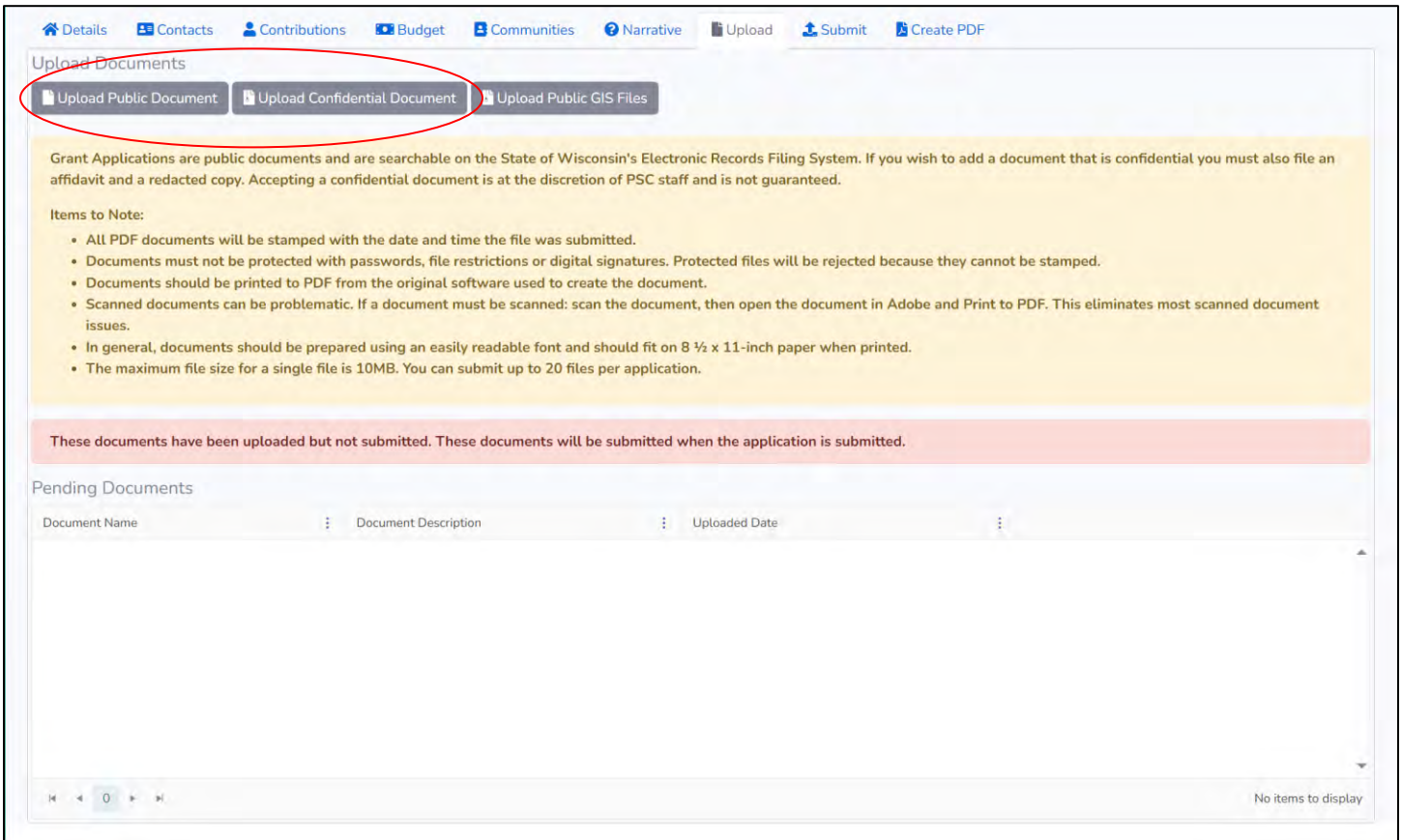
## Public Records & Confidentiality

Once an application is submitted, the grant application and all documents uploaded with the application become searchable public documents on ERF. All records uploaded are subject to open record requests as required by Wis. Stat. §§19.21. Uploads related to reimbursement requests will not be published to ERF for public viewing.

Certain attachments can be uploaded using the 'Upload Confidential Document' button to *request* confidential handling in limited circumstances. **Important Note:** Filing confidential documents requires the presence of a Notary Public with the upload or a notarized attachment. See the application instructions for specific direction or confidentiality requirements or limitations for specific programs.

Upon receipt of this request, the disposition of any requests for confidentiality will be determined by the PSC's legal staff. For redacted documents, the information redacted within the document must specifically be marked within the document for each confidential filing requested; An entire document may not be filed confidentially. Also, a confidential filing requires both the original document and a redacted version to be filed and made available to the public on ERF. Only PSC staff can view the original document in the grant system and on ERF. No external parties – not even the applicant (or recipient) – can view the original confidential document in the grant system or ERF.

To upload a public document or confidential document, click the appropriate 'Upload Public Document' or 'Upload Confidential Document' button.



**Upload Documents**

[Upload Public Document](#)
[Upload Confidential Document](#)
[Upload Public GIS Files](#)

Grant Applications are public documents and are searchable on the State of Wisconsin's Electronic Records Filing System. If you wish to add a document that is confidential you must also file an affidavit and a redacted copy. Accepting a confidential document is at the discretion of PSC staff and is not guaranteed.

**Items to Note:**

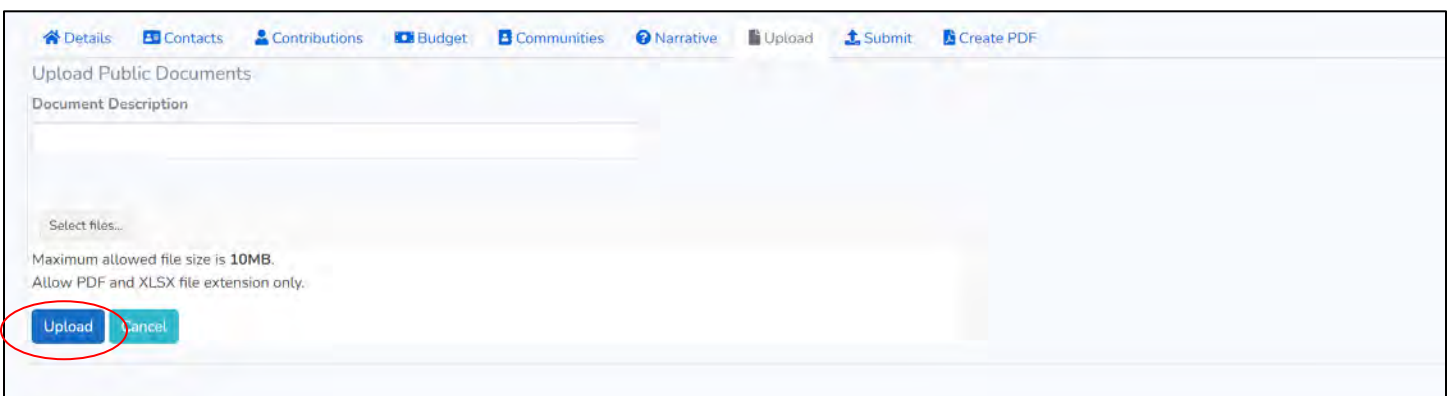
- All PDF documents will be stamped with the date and time the file was submitted.
- Documents must not be protected with passwords, file restrictions or digital signatures. Protected files will be rejected because they cannot be stamped.
- Documents should be printed to PDF from the original software used to create the document.
- Scanned documents can be problematic. If a document must be scanned: scan the document, then open the document in Adobe and Print to PDF. This eliminates most scanned document issues.
- In general, documents should be prepared using an easily readable font and should fit on 8 ½ x 11-inch paper when printed.
- The maximum file size for a single file is 10MB. You can submit up to 20 files per application.

These documents have been uploaded but not submitted. These documents will be submitted when the application is submitted.

**Pending Documents**

Document Name	Document Description	Uploaded Date
No items to display		

When uploading a public document, the screen allows will look as follows:



**Upload Public Documents**

Document Description

Select files...

Maximum allowed file size is 10MB.  
Allow PDF and XLSX file extension only.

[Upload](#)
[Cancel](#)


Enter a description, click the 'Select Files' button to select the .pdf or .xlsx file you want to upload, and then click the 'Upload' button.

When uploading a confidential document, the screen will show a form that must be completed. The first two sections require PSC Contact and information explaining why the filing should be considered confidential. The third section explains the process and involvement of a notary officer.

[Project Details](#)
[Contacts](#)
[Budget](#)
[Reimbursements](#)
[Uploads](#)
[Related Documents](#)
[Project Questions](#)
[Project Communities Served](#)

[Contribution Details](#)
[Notes](#)
[Status Reports](#)

### Upload Confidential Documents



208-4107-22-03

**Confidential Request**

Public Service Commission of Wisconsin  
P.O. Box 7854  
Madison, WI 53707-7854

**\*\* All fields are required except note \*\***

Wis. Admin. Code § PSC 2.12; Wis. Stats §§ 196.14, 196.72 and 196.795

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#### SECTION 1: PSC CONTACT

PSC Contact Person

Number of Pages (Confidential Pages Only)

---

#### SECTION 2: REQUIRED INFORMATION

1. I am filing this request on behalf of:

Name/Company

Phone

Address Line 1

Address Line 2

City

State

Zip

---

#### SECTION 3: AFFIANT AND NOTARY OFFICER

**\*\* Execution of Section 3 satisfies the affidavit requirement under Wis. Admin. Code s. PSC 2.12, so that no traditional affidavit need be created, uploaded or retained. If a notary is not available to execute Section 3, then the filing must include the traditional affidavit attached to the beginning of the confidential version of the document that is the subject of the request. \*\***

☐ Affidavit is attached to the beginning of the confidential document.

If notary is available, complete the rest of this section.

Name of Affiant

State of

County of

Subscribed and sworn to before me on

Name of Notary Officer

Expiration Date  ☐ Permanent (No Expiration Date)

---

#### SECTION 4: Upload FILES

Document Type

Description

---

#### CONFIDENTIAL DOCUMENT

Maximum allowed file size is **10MB**.  
PDF and XLSX file extension only is allowed.

---

#### REDACTED DOCUMENT (Public Version) \*\* PSC 2 requires that you also file a redacted copy of this confidential filing \*\*

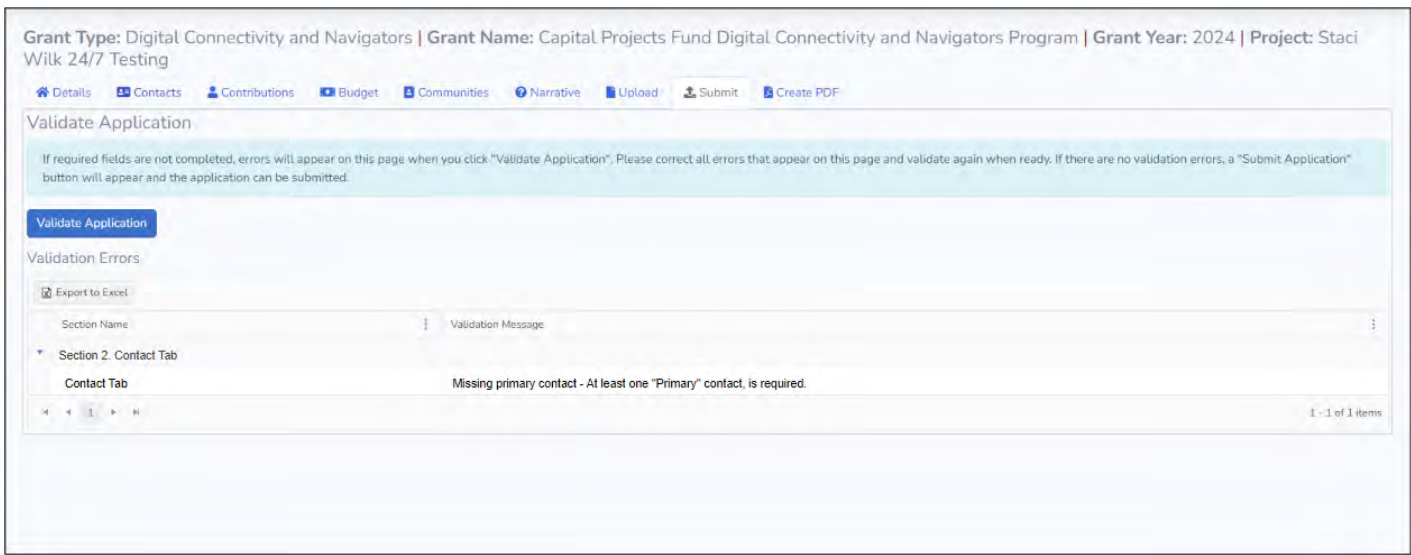
Maximum allowed file size is **10MB**.  
PDF and XLSX extension only are allowed.



## Submit Tab

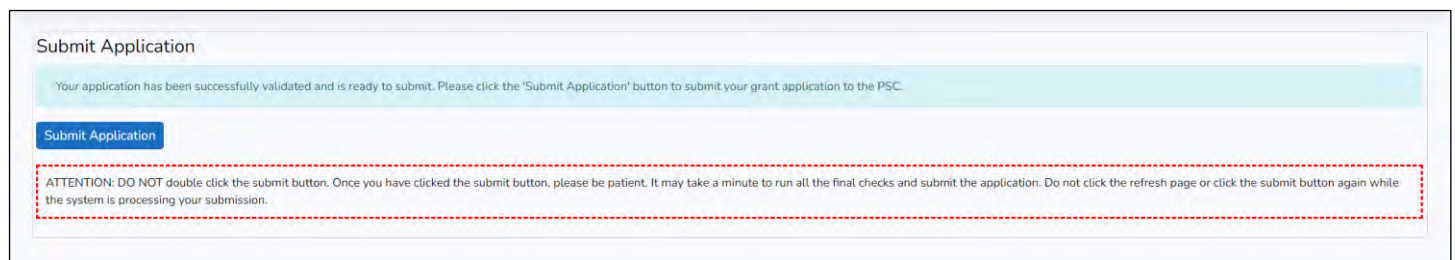
### Validate Application

An application must be validated before submission. To do this, click the 'Validate Application' button once all information and questions on each tabs have been completed. The system will check that all required fields contain



### Submit Application

Once all validation errors have been corrected, if any, a 'Submit Application' button will appear. Click the 'Submit Application' button to finish the application process and submit the application. No changes can be made to an application once it is submitted.



When an application is submitted the individual who created the application will receive a confirmation screen that the submission is complete. There may be a slight delay between clicking the 'Submit Application' button and application documents appearing on ERF. A document containing application responses will be auto generated and stored on ERF upon submission as well.



## Application Curing

### Request to Cure Application

After submission of your Application, Commission staff may request “a cure” through the system. Curing in this context means either revising or providing additional information either before or after the funding awards are taken up by the Commission at an Open Meeting.

If a cure request is sent via email to the applicant, it is imperative that the applicant login to the PSC Grants System and respond to the request to cure within the allotted timeframe.

The Grants system will send an automated email notification to the Grant Applicant, and it will be intended to provide the Grant Applicant with quick access to the external Grants System login page. It will have the same subject line and details within the body for all messages and no details will be provided in this courtesy email. If you receive the email but it is deleted or misfiled, you can simply log into the Grants System and navigate to the My Grant Application section to view any application cure request.

**The Subject line for the email:** Action Required - Request to cure for [Grant Name] – [Project Name]

**The Body of the email will be as follows:**

Dear Applicant,

Your submission to [Grant Name], is currently in the review process. While undergoing review, the PSC identified one or more issues where information or documentation is missing or is incomplete regarding your application submission.

Please log into the [Online Grant System Login PSC Grants](#) and go to the *My Grant Application* section to cure and submit the updated information.

Your cure in the Grant System must be submitted by 1:30pm CST [Date provided by PSC Grant Staff]

Your prompt response will support us in conducting a full review of your submission. Failure to respond may impact the review and determination made regarding your application.

Thank you in advance for your timely completion of these updates.

### ERF Notification

For transparency purposes, a notification, minus email addresses will also go out to ERF with the application identifiers at the bottom of the notice to show the Application Project Name, The Application ID and the Applicant first and last name based on the 1<sup>st</sup> Grant Application Owner email address within the system.

## External Grant Applicant View of an Application Cure

Once a Grant Applicant receives the notification, they will be expected to log in and navigate to their application

Grant Type	Grant Name	Year	Funds Available	Docket	Application Sta...	Application Du...	Status
Broadband	February State Broadband Expansion Grant	2025	\$10,000,000.00	5-BP-2023	02/04/2025	03/05/2025 01:30:PM	<a href="#">Apply</a>
Broadband	Broadband Equity Access Digital Grant 2025.2	2025	\$100,000.00	5-BF-2020	02/17/2025	03/14/2025 01:30:PM	<a href="#">Apply</a>

1 - 2 of 2 items

---

**My Grant Applications**

Drag a column header and drop it here to group by that column

Grant Type	Grant Name	Project Name	Applicant Name	Status	Submitted Date
Broadband	Broadband Equity Access Digital Grant 2025.2	<a href="#">Town of Lucas FTTH Project - Phase5</a>	Town of Lucas	Submitted	02/18/2025 10:36:AM

Clicking on the Project Name will take the into the Application Details where the upload Documents and the Requested Cure tab will be available:

**Grant Type:** Broadband | **Grant Name:** Broadband Equity Access Digital Grant 2025.2 | **Grant Year:** 2025 | **Project:** Town of Lucas FTTH Project - Phase5

[Application Details](#)
[Related Documents](#)
[Upload Documents](#)
[Requested Cure](#)

**Grant Application Details**

Grant Id	161
Grant Name	Broadband Equity Access Digital Grant 2025.2
Grant Type	Broadband
Grant Year	2025
Docket ID	5-BF-2020
Project Name	Town of Lucas FTTH Project - Phase5
Project Description	Testing project for Broadband Equity Access Digital Grant 2025.2
Grant Amount Requested	\$150,000.00
Recipient & Partner Contributions	\$150,000.00
Total Project Cost	\$300,000.00

**Grant Applicant Details**

The grant applicant is the party who will receive the actual money

The Grant Applicant will click on the Requested Cure tab to see the request. From this screen, the Cure Answer button will allow the Grant Applicant to change the answer to the question or update it with further details, whatever is requested from the PSC. The Upload Documents tab will also become available again to upload any additional documents if requested as a part of the cure.

**Grant Type:** Broadband | **Grant Name:** Broadband Equity Access Digital Grant 2025.2 | **Grant Year:** 2025 | **Project:** Town of Lucas FTTH Project - Phase5

[Application Details](#)
[Related Documents](#)
[Upload Documents](#)
[Requested Cure](#)

**Submission Due Date:** 02/19/2025

#	Questions	Cure Note	
3	What other providers serve these locations? Please list	Update the list of providers in the Cure Answer to include mobile provider and add a map of surrounding areas.	<a href="#">Cure Answer</a>

☐ I certify that the statements herein are true, complete, and accurate to the best of my knowledge and that our entity has done the due diligence to ensure the information is correct. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties and may impact current and future grant awards from the Public Service Commission of Wisconsin.

[Submit Cure](#)

ATTENTION: DO NOT double click the submit button. Once you have clicked the submit button, please be patient. It may take a minute to run all the final checks and submit the application. Do not click the refresh page or click the submit button again while the system is processing your submission.

Once the Cure Answer has been updated, click on the Save button.

Cure Report

What other providers serve these locations? Please list

Update the list of providers in the Cure Answer to include mobile provider and add a map of surrounding areas.

Original Answer:  
Sprint AT&T

**Cure Answer \***

AT&T  
Verizon  
T Mobile

[Save](#)

If the Grant Applicant needs to update a document, The Upload Documents tab will be available to do this PRIOR to submitting the cure.

Clicking on the Upload Documents tab will display the option to upload a public or confidential document.

Grant Type: Broadband | Grant Name: Broadband Equity Access Digital Grant 2025.2 | Grant Year: 2025 | Project: Town of Lucas FTTH Project - Phase5

[Application Details](#)
[Related Documents](#)
[Upload Documents](#)
[Requested Cure](#)

Upload Documents

[Upload Public Document](#)
[Upload Confidential Document](#)
[Upload Public GIS Files](#)

Grant Applications are public documents and are searchable on the State of Wisconsin's Electronic Records Filing System. If you wish to add a document that is confidential you must also file an affidavit and a redacted copy. Accepting a confidential document is at the discretion of PSC staff and is not guaranteed.

Items to Note:

- All PDF documents will be stamped with the date and time the file was submitted.
- Documents must not be protected with passwords, file restrictions or digital signatures. Protected files will be rejected because they cannot be stamped.
- Documents should be printed to PDF from the original software used to create the document.
- Scanned documents can be problematic. If a document must be scanned: scan the document, then open the document in Adobe and Print to PDF. This eliminates most scanned document issues.
- In general, documents should be prepared using an easily readable font and should fit on 8 1/2 x 11-inch paper when printed.
- The maximum file size for a single file is 10MB. You can submit up to 20 files per application.

When uploading documents as a part of your application: Documents will be uploaded to the Related tab when an application is submitted.  
When uploading documents for an awarded project: Documents uploaded will immediately be uploaded and found in the Related tab.

Pending Documents

Document Name	Document Description	Uploaded Date

Once a document successfully uploads, the system will check to see if the cure is still open and unsubmitted. If this is true, the Grant Applicant will be redirected back to the Request Cure tab to complete the process.



The Grant Applicant will need to check the attestation box and then Submit the Cure to complete the process.

File Uploaded Successfully - Please remember to complete the Cure Answer and check the box to attest to your cure prior to clicking Submit Cure. Once you submit your answers, your application review will continue. ✕

**Grant Type:** Broadband | **Grant Name:** Broadband Equity Access Digital Grant 2025.2 | **Grant Year:** 2025 | **Project:** Town of Lucas FTTH Project - Phase5

[Application Details](#)
[Related Documents](#)
[Upload Documents](#)
[Requested Cure](#)

**Submission Due Date:** 02/19/2025

#	Questions	Cure Note	
3	What other providers serve these locations? Please list	Update the list of providers in the Cure Answer to include mobile provider and add a map of surrounding areas.	<a href="#">Cure Answer</a>

☐
  
 I certify that the statements herein are true, complete, and accurate to the best of my knowledge and that our entity has done the due diligence to ensure the information is correct. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties and may impact current and future grant awards from the Public Service Commission of Wisconsin.

[Submit Cure](#)

ATTENTION: DO NOT double click the submit button. Once you have clicked the submit button, please be patient. It may take a minute to run all the final checks and submit the application. Do not click the refresh page or click the submit button again while the system is processing your submission.

Once the Cure is submitted Upload Documents tab and the Requested Cure tab will no longer show, and the application will once again be locked in the PSC to continue their review:

**Grant Type:** Broadband | **Grant Name:** Broadband Equity Access Digital Grant 2025.2 | **Grant Year:** 2025 | **Project:** Town of Lucas FTTH Project - Phase5

[Application Details](#)
[Related Documents](#)

**Grant Application Details**

Grant Id	161
Grant Name	Broadband Equity Access Digital Grant 2025.2
Grant Type	Broadband
Grant Year	2025
Docket ID	5-BF-2020
Project Name	Town of Lucas FTTH Project - Phase5
Project Description	Testing project for Broadband Equity Access Digital Grant 2025.2
Grant Amount Requested	\$150,000.00
Recipient & Partner Contributions	\$150,000.00
Total Project Cost	\$300,000.00

## Grant Recipient Onboarding

Grant applications selected for funding will be notified by Commission staff after the Commission Order has been published on ERF. The Grant Recipient can expect to receive a welcome package via email which will likely request some additional information and onboarding document uploads.

## Managing a Project

During the onboarding process PSC staff will create a project in the system for applications that are selected for funding. Once notified of an award selection, Grant Recipients will be directed to review project(s) under 'My Grant Projects' on the homepage. Click the hyperlink to a project in the 'My Grant Projects' grid to open the project.

Available Grants								
Drag a column header and drop it here to group by that column								
Grant Type	Grant Name	Year	Funds Available	Docket	Application Start Date	Application Due Date	Status	
Broadband	RD Test Grant 2.0	2024	\$1,000,000.00	5-BF-2022	06/01/2024	08/01/2024 01:30 PM	Apply	
Broadband	Testing for BEAD	2024	\$42,000,000.00	5-CPF-2023	04/11/2024	08/23/2024 01:00 PM	Apply	
1 - 2 of 2 items								
My Grant Applications								
My Grant Projects								
Drag a column header and drop it here to group by that column								
Grant Name	Project Name	Applicant Name						
Capital Projects Fund Digital Connectivity and Navigators Program	<a href="#">Merrill Digital Connectivity Forward Project</a>	Town of Merrill						
Testing Grant for Status Reporting - 3 - State Broadband Expansion Grant	<a href="#">Town of Menomonie fails FTTH Project - Phase 1</a>	Town of Menomonie						



By default, the grant applicant added to the Grant Applicant Details during the application process will have access to the Grant Project in the PSC Grants System because they will be associated with the account that is set up.

### Grant Applicant Details

The grant applicant is the party who will receive the actual money

Applicant Entity Legal Name \*

Applicant DBA Name

Applicant Address \*

Applicant City \*

Applicant State \*

Applicant Zip Code \*

Applicant Phone # \*

Applicant Phone # Ext.

Applicant Email Address \*

Applicant FEIN # \*

UEID Code \*

NAICS code \*

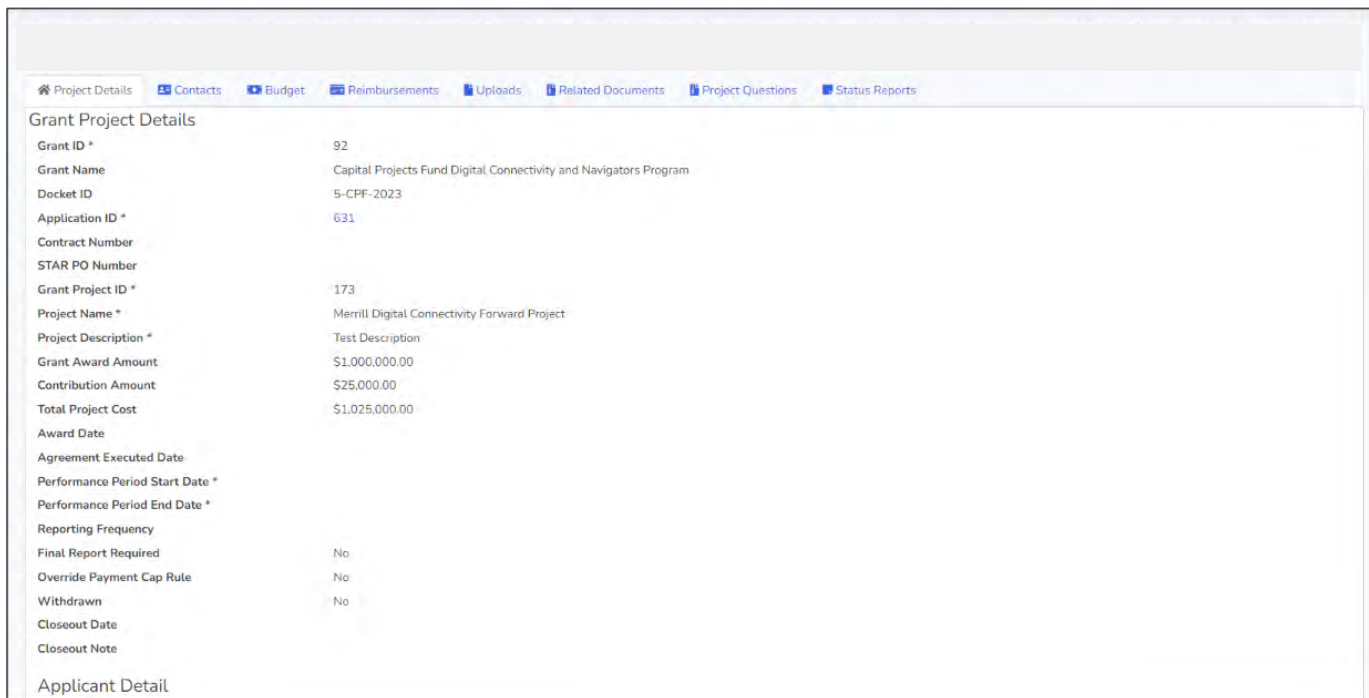
Create

**NOTE:** If additional users need to access the grant application or project other than the grant applicant identified on the screen above, contact the PSC staff to have them added as grant application owners. This can be done after the application is submitted.

## Project Detail Tab – Applicable for all grants

Within a project, there are multiple tabs for managing the information associated that was submitted through the application process.

The Project Detail tab is read-only for Grant Recipients. Only PSC grant managers can make changes to this information at this point. Changes to the Award date, Agreement Executed Date, the Performance Period Start and End Date, any status of an application or Award amounts, grant funded, or contribution will all be reflected on this page and only updated by PSC staff.



Project Details | Contacts | Budget | Reimbursements | Uploads | Related Documents | Project Questions | Status Reports

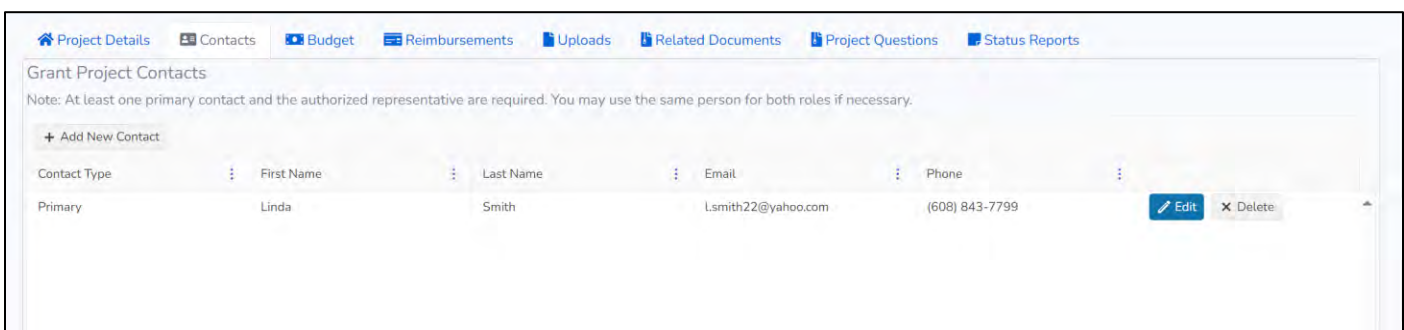
### Grant Project Details

Grant ID *	92
Grant Name	Capital Projects Fund Digital Connectivity and Navigators Program
Docket ID	5-CPF-2023
Application ID *	631
Contract Number	
STAR PO Number	
Grant Project ID *	173
Project Name *	Merrill Digital Connectivity Forward Project
Project Description *	Test Description
Grant Award Amount	\$1,000,000.00
Contribution Amount	\$25,000.00
Total Project Cost	\$1,025,000.00
Award Date	
Agreement Executed Date	
Performance Period Start Date *	
Performance Period End Date *	
Reporting Frequency	
Final Report Required	No
Override Payment Cap Rule	No
Withdrawn	No
Closeout Date	
Closeout Note	

Applicant Detail

## Contacts Tab – Applicable for all grants

The Contacts tab will continue to be editable for a Grant Recipient so they can add new contacts to their projects and edit the information for existing contacts that were submitted with the application. This functionality is the same as it is in the application process.



Project Details | Contacts | Budget | Reimbursements | Uploads | Related Documents | Project Questions | Status Reports

### Grant Project Contacts

Note: At least one primary contact and the authorized representative are required. You may use the same person for both roles if necessary.

+ Add New Contact

Contact Type	First Name	Last Name	Email	Phone	
Primary	Linda	Smith	Lsmith22@yahoo.com	(608) 843-7799	<a href="#">Edit</a> <a href="#">Delete</a>

## Budget Tab – Applicable for all grants

The Budget tab is read-only for Grant Recipients. The budget will reflect what was submitted in the Grant Application. Only PSC staff can make changes to the project budget and may do so if the Commission makes a partial award or if an amendment is needed. The values in the Pending, Approved and Available column automatically update as reimbursement requests are received and processed.

Project Budget Detail

Budget Note: Original Budget

Budget Item	Award Amount	Pending	Approved	Available
▼ Grant Funds Requested				
Construction	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Contractual	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Equipment - Non-Telecommunications	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Indirect	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Labor (Salary)	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Subtotals:	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
▼ Match				
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Equipment - Non-Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00	\$0.00
Labor (Salary)	\$0.00	\$0.00	\$0.00	\$0.00
Subtotals:	\$25,000.00	\$0.00	\$0.00	\$25,000.00

Project Budget History

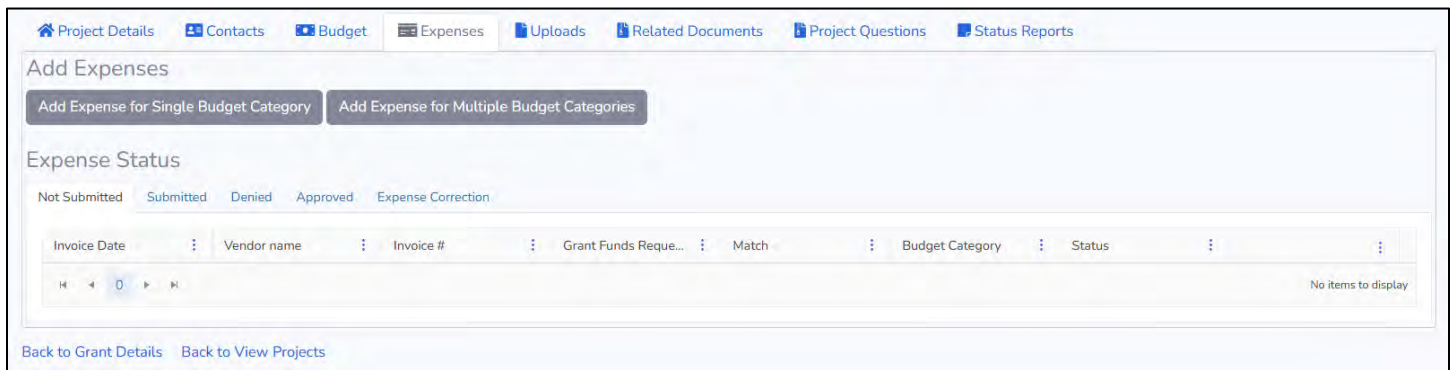
Revision Date and Time	Adjustment / Amendment	Budget Note	Updated By
------------------------	------------------------	-------------	------------

[Back to Grant Details](#)[Back to View Projects](#)

## Expense Tab – Applicable for all grants

The Expense Page is used to request and track the status of reimbursement requests. To add an expense or expenses, have all supporting documents or excel workbooks ready to attach as uploads with your expense. The system only accepts .pdf and .xlsx documents. Other file types (.jpg, .tif, Word documents, etc.) are not accepted.

Once the files are ready, select the type of expense that will be added. The options are either a single budget category expense or a multiple budget category expense.



**Note:** If the support document is an Excel spreadsheet, upload it as spreadsheet instead of converting to a PDF. Also, for each reimbursement request, the required attestation will need to be completed for each expense prior to submission.

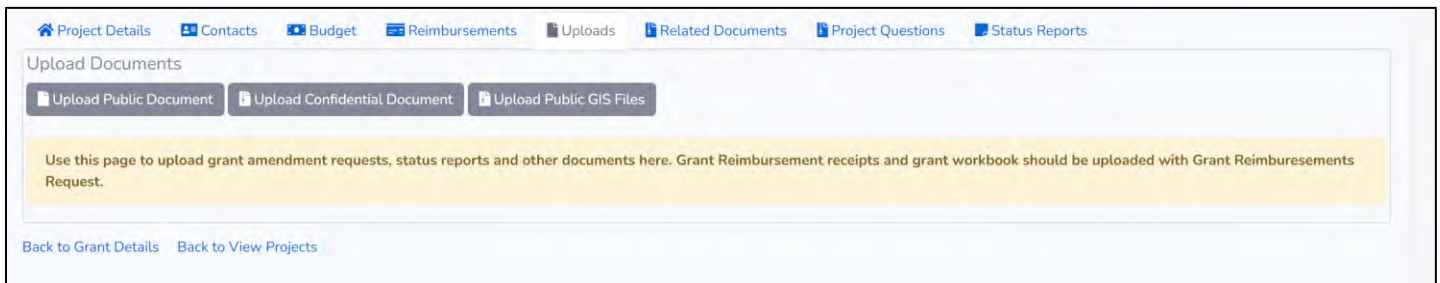
For both a single budget and the multiple budget category expense, the screen will require that the amounts are entered by budget category type. This includes both the grant funds requested and the matching contributions applied to each type. Files uploaded will remain stored in each individual expense. Reimbursement requests are NOT published to ERF. These documents will only be stored in the Grants System.

Grants staff will review and either accept or request an expense correction if an expense needs to be modified. (See page 28) Situations where a Grant Recipient may be asked to correct an expense include:

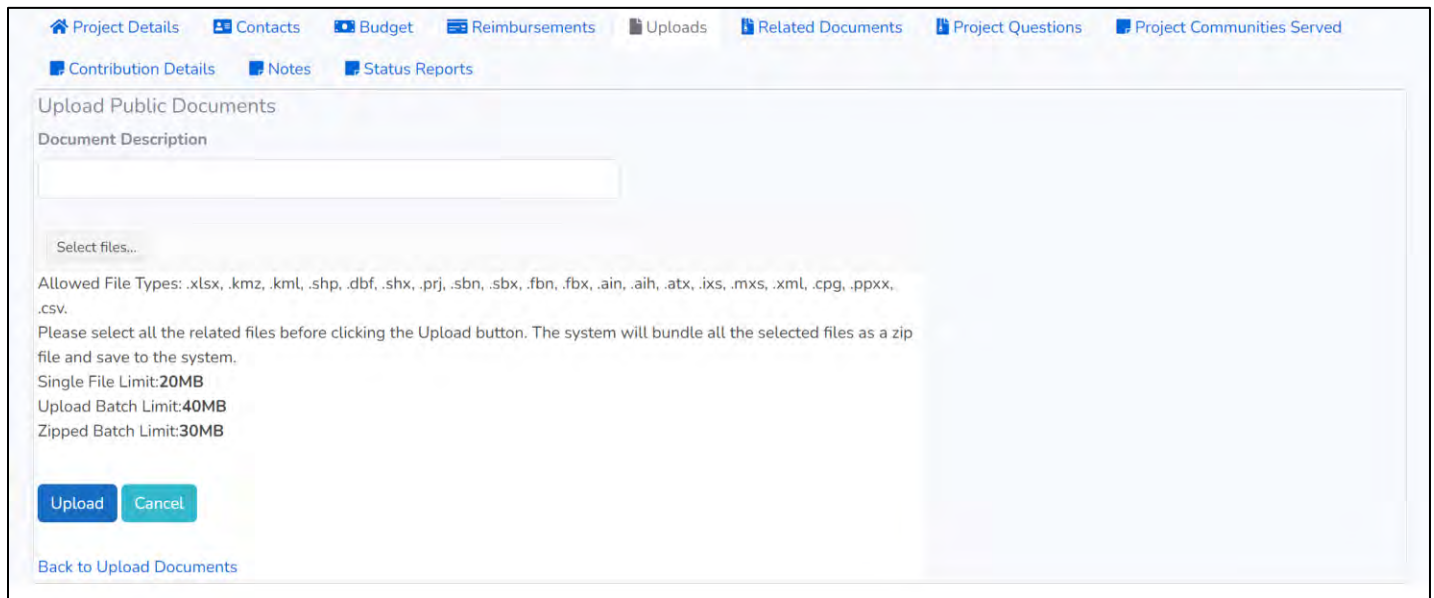
- Changing the Grant Funds and keeping the existing supporting documentation
- Adding additional supporting documentation to an existing expense
- Removing Sales tax and replacing the supporting documentation
- Changing the Budget Category
- Discarding the expense correction request or not allowing

## Uploads and Related Documents Tab – Applicable for all grants

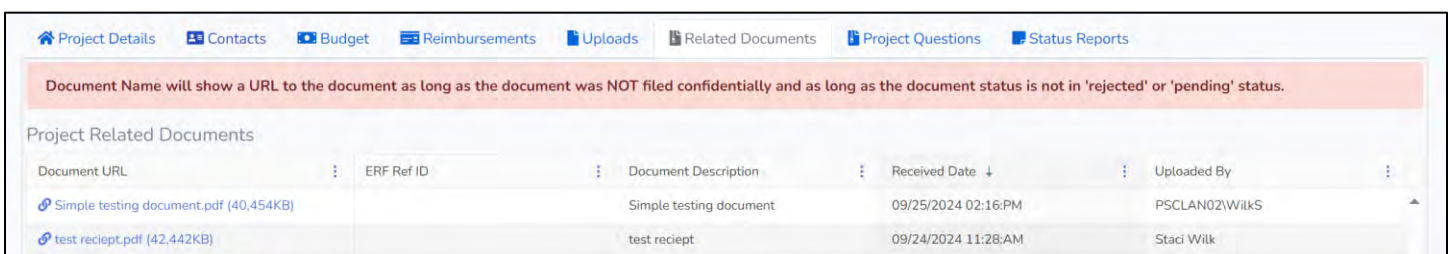
The Uploads tab is used to submit documents related to a project proposed during the application process and will disappear once an application is submitted. If an application is awarded funds as a project, this tab will be presented again and will allow public documents or confidential documents to be uploaded just as it did during the application



phase. (See page 11 and 12) Some projects may require public geographic information systems (GIS) files. If this is applicable, the system will zip the files, and they can be uploaded in this tab as well:



Files that are uploaded will appear in the Related Documents tab. (See Public Records & Confidentiality in the Upload Page section for more information on uploading confidential documents.)



Document URL	ERF Ref ID	Document Description	Received Date	Uploaded By
<a href="#">Simple testing document.pdf (40,454KB)</a>		Simple testing document	09/25/2024 02:16:PM	PSCLAN02WilkS
<a href="#">test receipt.pdf (42,442KB)</a>		test receipt	09/24/2024 11:28:AM	Staci Wilk

## Document Types

During the life cycle of a Grant, different document types may be requested by the PSC Commission from a Grant Applicant or Recipient. Below are 2 columns to outline the documents:

Each Grant Agreement or other written notification from Commission staff will indicate which documents are relevant to each grant program.

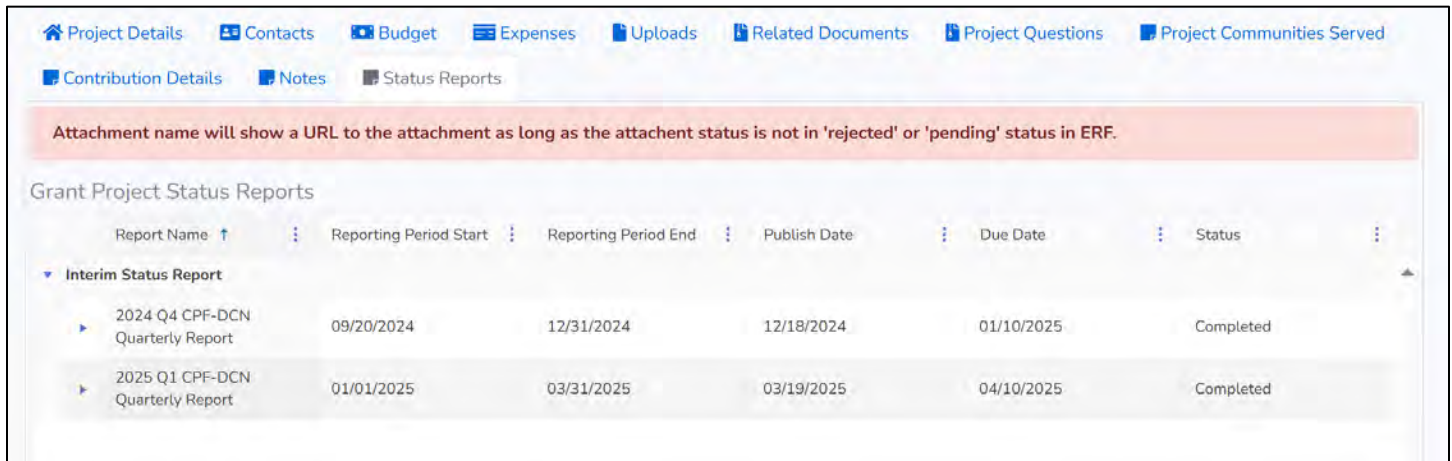
Document type	Description
Affirmative Action document	This document will be posted to ERF. The Affirmative Action documents required by the Grant Agreement.
Attestation	This document will be posted to ERF. A legally binding document required by certain Grant Agreements to attest to Grant Recipient compliance with program requirements.
Audit	This document will be posted to ERF. The Audit documents required by the Grant Agreement.
Data Request	This document will be posted to ERF. Use only if requested by PSC staff. A request for supporting documentation, data or information.
Environmental Screening Tool	This document will not be posted to ERF. A document required by certain Grant Agreements assessing the environmental impacts of a grant project.
Grant Agreement	This document will be posted to ERF. A legally binding document, between a Grant Recipient and the Commission, governing the terms of a grant award.
Grant Agreement Amendment	This document will be posted to ERF. A legally binding document that amends a Grant Agreement by changing the scope of work, budget, performance period, and/or other contractual terms.
Grant Amendment Request	This document will not be posted to ERF. A Grant Recipient's request for an amendment to their Grant Agreement.
GIS files	This document will not be posted to ERF. GIS files related to an application or project for PSC mapping.
Letter	This document will be posted to ERF. A letter to the PSC requesting or taking action on a grant program, application, or project.



NEPA Environmental Questionnaire	This document will not be posted to ERF. National Environmental Policy Act questionnaire required for certain federal Grant Recipients.
Onboarding document	This document will not be posted to ERF. An intake form collecting Grant Recipient organization details and project specifics.
Reimbursement Supplement	This document will not be posted to ERF. Supporting documents for a reimbursement request.
Status Report	This document will be posted to ERF. The project status report required for each interim reporting period by the Grant Agreement.
Status Report Final	This document will be posted to ERF. The final project status report required by the Grant Agreement.

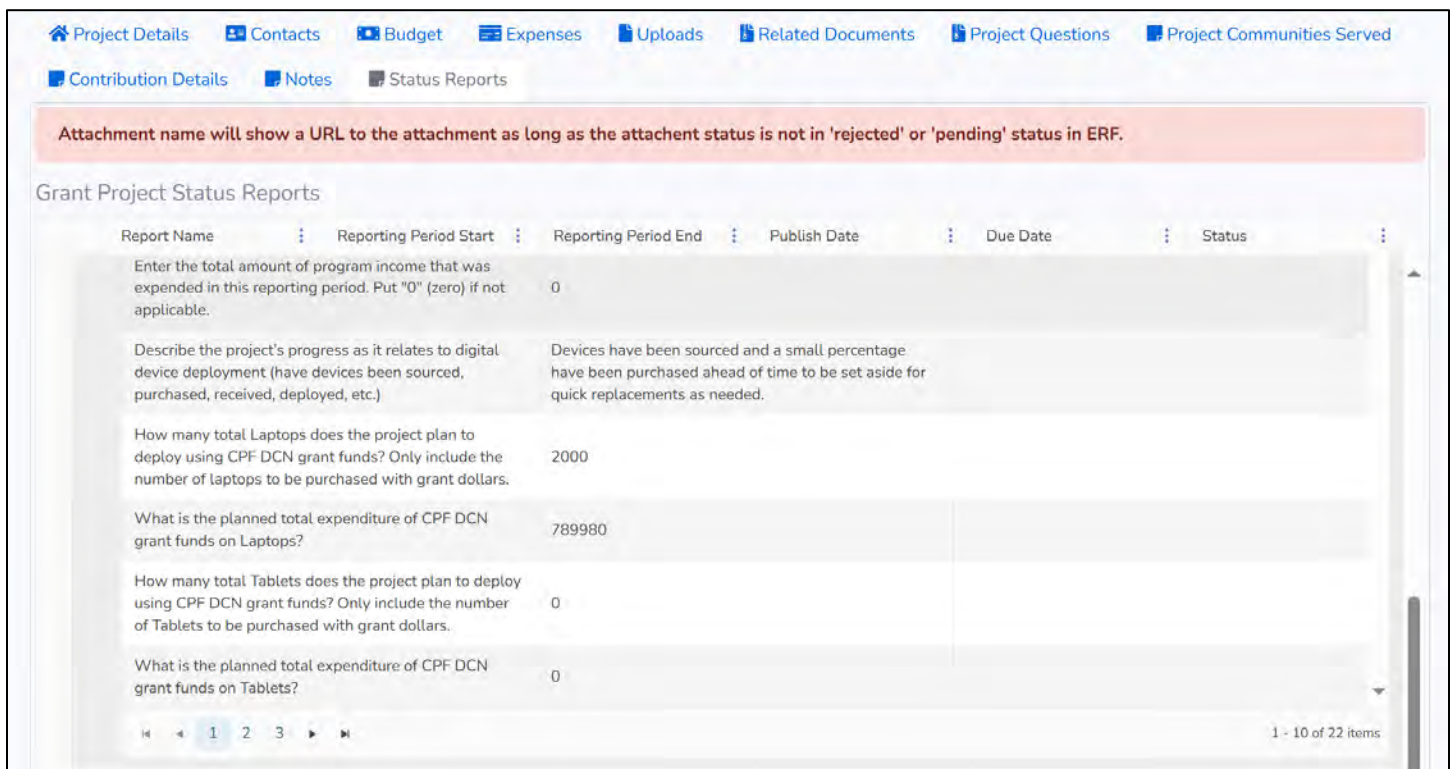
## Status Reports Tab – Applicable with the Grants System Status Reporting feature

The Status Reporting tab will show each report with a drop down that can be used to display questions and answers to a status report that has been submitted for grants that use the Grant System to report progress on their projects. An actual status report, when available, will be presented in the My Status Reports section on the home page. **Questions and answers submitted through the report will be accessible on this tab AFTER a report has been submitted from the My Status Reports section.**



Attachment name will show a URL to the attachment as long as the attachment status is not in 'rejected' or 'pending' status in ERF.

Report Name	Reporting Period Start	Reporting Period End	Publish Date	Due Date	Status
<b>Interim Status Report</b>					
2024 Q4 CPF-DCN Quarterly Report	09/20/2024	12/31/2024	12/18/2024	01/10/2025	Completed
2025 Q1 CPF-DCN Quarterly Report	01/01/2025	03/31/2025	03/19/2025	04/10/2025	Completed



Attachment name will show a URL to the attachment as long as the attachment status is not in 'rejected' or 'pending' status in ERF.

**Grant Project Status Reports**

Report Name	Reporting Period Start	Reporting Period End	Publish Date	Due Date	Status
<p>Enter the total amount of program income that was expended in this reporting period. Put "0" (zero) if not applicable.</p> <p>0</p>					
<p>Describe the project's progress as it relates to digital device deployment (have devices been sourced, purchased, received, deployed, etc.)</p> <p>Devices have been sourced and a small percentage have been purchased ahead of time to be set aside for quick replacements as needed.</p>					
<p>How many total Laptops does the project plan to deploy using CPF DCN grant funds? Only include the number of laptops to be purchased with grant dollars.</p> <p>2000</p>					
<p>What is the planned total expenditure of CPF DCN grant funds on Laptops?</p> <p>789980</p>					
<p>How many total Tablets does the project plan to deploy using CPF DCN grant funds? Only include the number of Tablets to be purchased with grant dollars.</p> <p>0</p>					
<p>What is the planned total expenditure of CPF DCN grant funds on Tablets?</p> <p>0</p>					

1 - 10 of 22 items

## Reimbursement Requests and Expense Corrections

When a correction request is initiated within the system, an alert will go to the Grant Recipient that will include the following subject and body and this email will be sent from [PSCGrants@wisconsin.gov](mailto:PSCGrants@wisconsin.gov).

**Subject:**

Action Required - Request to Correct Expense for {Grant Name}- {Project Name}- {Applicant Legal name} - [Invoice #]

**Body:**

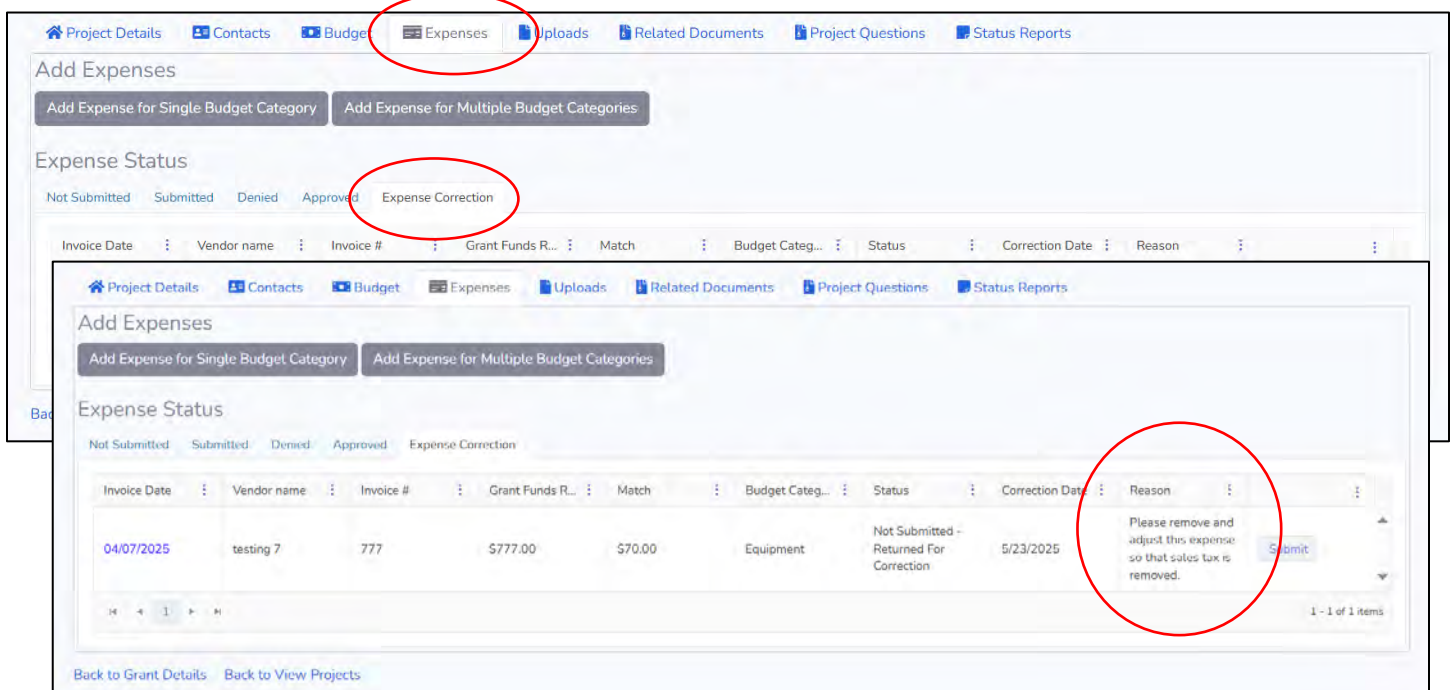
Hello,

The Public Service Commission of Wisconsin is requesting a change to expense submission: {Project Name} - {Applicant Legal name} - [Invoice #]

We ask that you complete this as soon as possible.

Please log into [Online Grant System Login PSC Grants](#) and navigate to the Expense tab of your project. Click on the Expense Correction tab and the expense can be changed by editing and saving it. Once you have completed this, please submit the expense again. If you have any questions, please contact your Grant Manager.

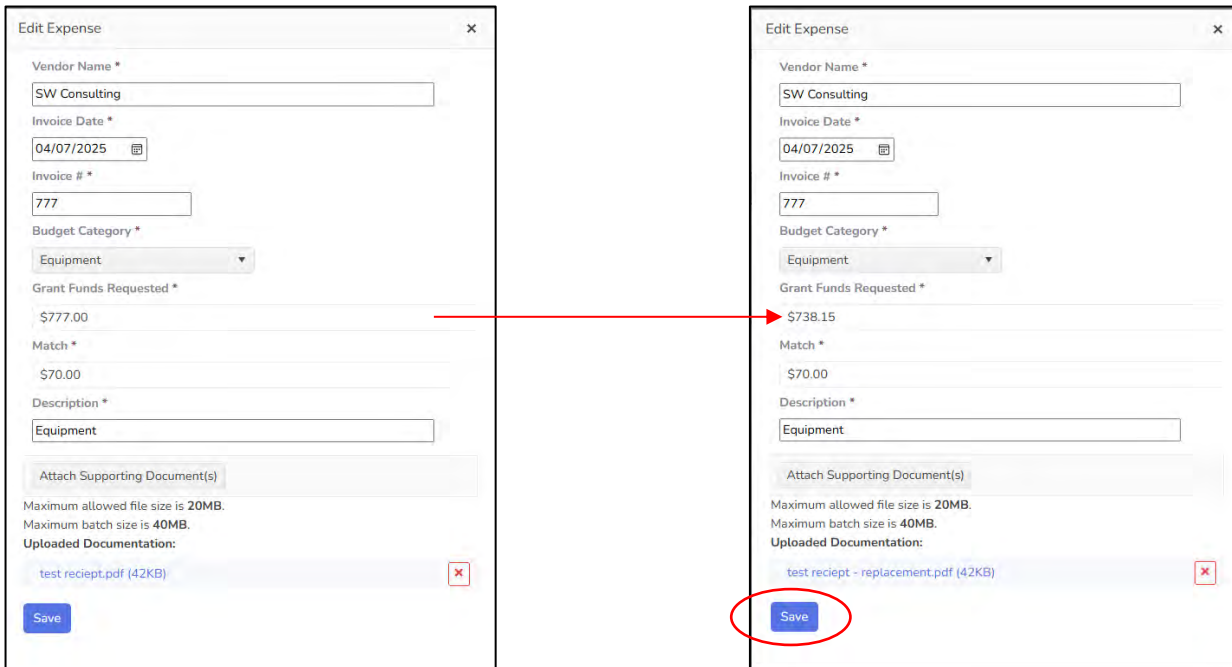
If an Expense Correction has been requested, it will display on the Expense Correction tab. The Grant Recipient can click on the Invoice Date and edit the expense as needed according to the information displayed in the Reason screen. An example is below:



The screenshot shows the PSC Grants System interface. The top navigation bar includes links for Project Details, Contacts, Budget, Expenses, Uploads, Related Documents, Project Questions, and Status Reports. The 'Expenses' tab is selected. Below the navigation bar, there are buttons for 'Add Expense for Single Budget Category' and 'Add Expense for Multiple Budget Categories'. The 'Expense Status' section shows tabs for Not Submitted, Submitted, Denied, Approved, and Expense Correction. The 'Expense Correction' tab is active. A table displays expense details with columns for Invoice Date, Vendor name, Invoice #, Grant Funds R..., Match, Budget Categ..., Status, Correction Date, and Reason. One expense is listed with the following details: Invoice Date 04/07/2025, Vendor name testing 7, Invoice # 777, Grant Funds R... \$777.00, Match \$70.00, Budget Categ... Equipment, Status Not Submitted - Returned For Correction, Correction Date 5/23/2025, and Reason Please remove and adjust this expense so that sales tax is removed. A 'Submit' button is located next to the reason text.

**NOTE:** Multiple uploads are now acceptable as well as both a .PDF and an .XLSX file format. No files with macros will be accepted. The file size and batch size requirements will be displayed below the Attach Supporting Document button. All supporting documentation will be stored with the expense in each invoice going forward instead of Related Documents.

Once the expense is edited, click 'Save'. Next, click 'Submit' from the Expense Correction tab. Once, the attestation is acknowledged for each expense, the correction can be submitted to the PSC by clicking 'Submit' again:



**Edit Expense**

Vendor Name \*  
SW Consulting

Invoice Date \*  
04/07/2025

Invoice # \*  
777

Budget Category \*  
Equipment

Grant Funds Requested \*  
\$777.00

Match \*  
\$70.00

Description \*  
Equipment

Attach Supporting Document(s)

Maximum allowed file size is 20MB.  
Maximum batch size is 40MB.

Uploaded Documentation:  
test receipt.pdf (42KB)

Save

**Edit Expense**

Vendor Name \*  
SW Consulting

Invoice Date \*  
04/07/2025

Invoice # \*  
777

Budget Category \*  
Equipment

Grant Funds Requested \*  
\$738.15

Match \*  
\$70.00

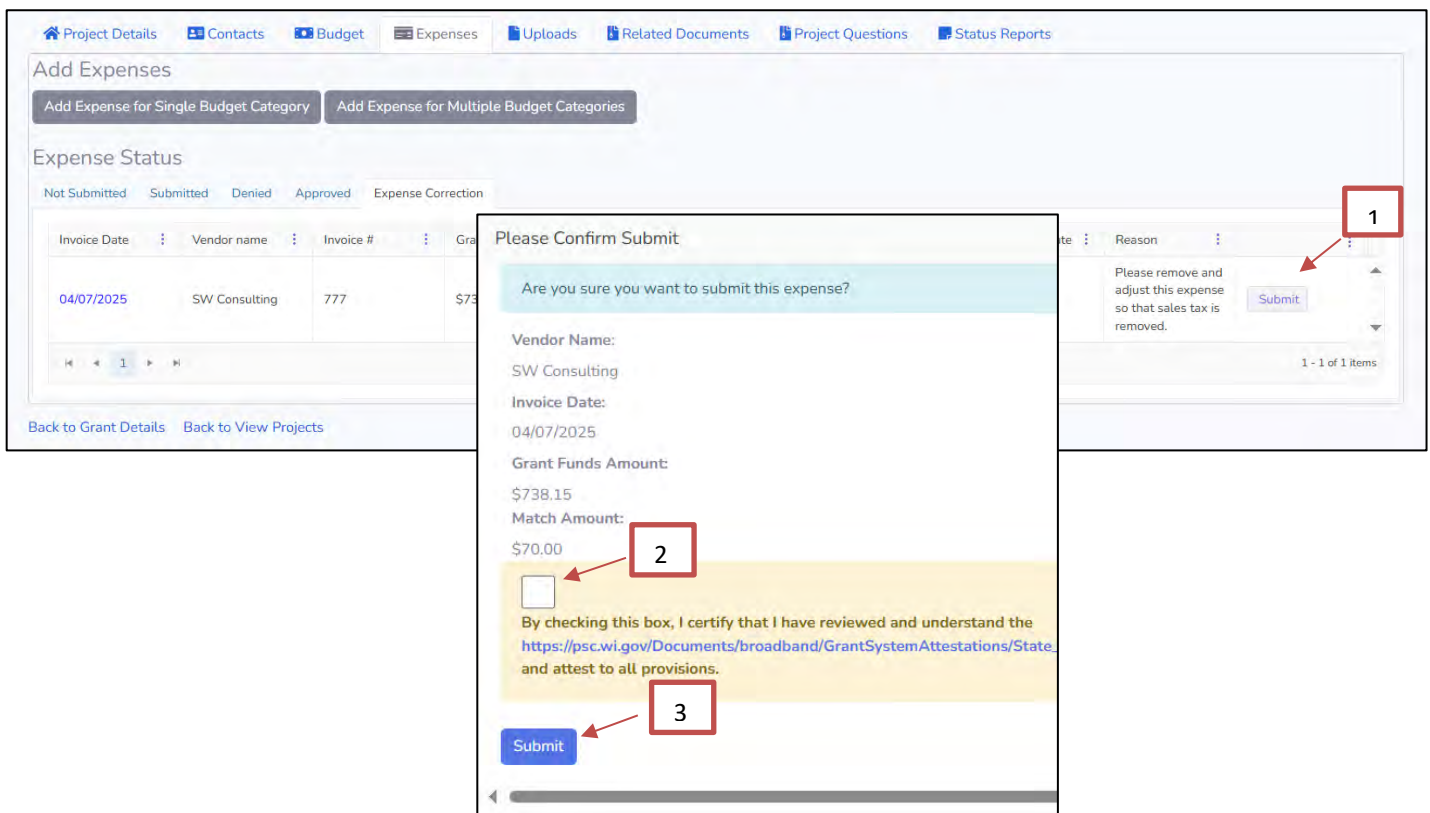
Description \*  
Equipment

Attach Supporting Document(s)

Maximum allowed file size is 20MB.  
Maximum batch size is 40MB.

Uploaded Documentation:  
test receipt - replacement.pdf (42KB)

Save



**Add Expenses**

Add Expense for Single Budget Category Add Expense for Multiple Budget Categories

**Expense Status**

Not Submitted Submitted Denied Approved Expense Correction

Invoice Date	Vendor name	Invoice #	Grant Funds Amount
04/07/2025	SW Consulting	777	\$738.15

Back to Grant Details Back to View Projects

**Please Confirm Submit**

Are you sure you want to submit this expense?

Vendor Name:  
SW Consulting

Invoice Date:  
04/07/2025

Grant Funds Amount:  
\$738.15

Match Amount:  
\$70.00

☐

By checking this box, I certify that I have reviewed and understand the <https://psc.wi.gov/Documents/broadband/GrantSystemAttestations/State> and attest to all provisions.

Submit

1

2

3

## Project Reporting – Applicable if using system Status Reports

### Status Report Delivery – Applicable for certain grants

The Grants System introduced internal reporting as of June of 2024. For certain grants, PSC Staff will create interim, final, and other Status Report templates in alignment with the requirements of the Grant Agreement for each project. Once a report is published by PSC Staff, it will be available to Grant Recipients in the My Status Reports section on the PSC Grants System Customer Portal landing page:

There are three hyperlinks that a Grant Recipient can use to navigate from this section.

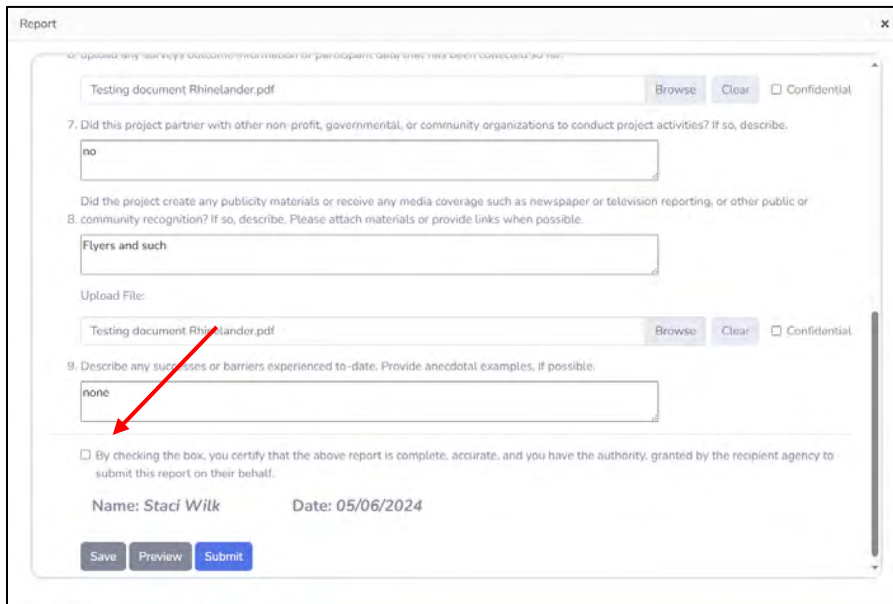
Grants System						
Grant Applicant						
Available Grants						
My Grant Applications						
My Grant Projects						
My Status Reports						
Preview	Report Name	Application ID	Contract #	Project Name	Due Date	
Project Name: Rhinelander Broadband for childrenproject						
<a href="#">Preview Report</a>	<a href="#">Broadband EA&amp;D grant-1-Interim-</a>	461		<a href="#">Rhinelander Broadband for childrenproject</a>	04/30/2024	

- **Preview Report link:** This link will provide a download of the report in case this report needs to be reviewed with others prior to completing or in general if a .pdf is preferred. Upon clicking the link, the report will be available in the downloads section of your computer.
- **Report Name link:** This links directly to the report and will present as a pop-up window with questions related to the reporting period for which the report was generated.
- **Project Name link:** This links directly to the project and will display all associated tabs to the project.



## Completing a Status Report – Applicable for certain grants

For each report, once the Grant Recipient provides a response to the questions provided, the attestation will need to be completed prior to submitting their report. Name and Date will auto populate from the log in.



Report

or upload any survey data, information, media, or other documents to be included in your report.

Testing document Rhinelander.pdf   ☐ Confidential

7. Did this project partner with other non-profit, governmental, or community organizations to conduct project activities? If so, describe.

no

Did the project create any publicity materials or receive any media coverage such as newspaper or television reporting, or other public or community recognition? If so, describe. Please attach materials or provide links when possible.

Flyers and such

Upload File:

Testing document Rhinelander.pdf   ☐ Confidential

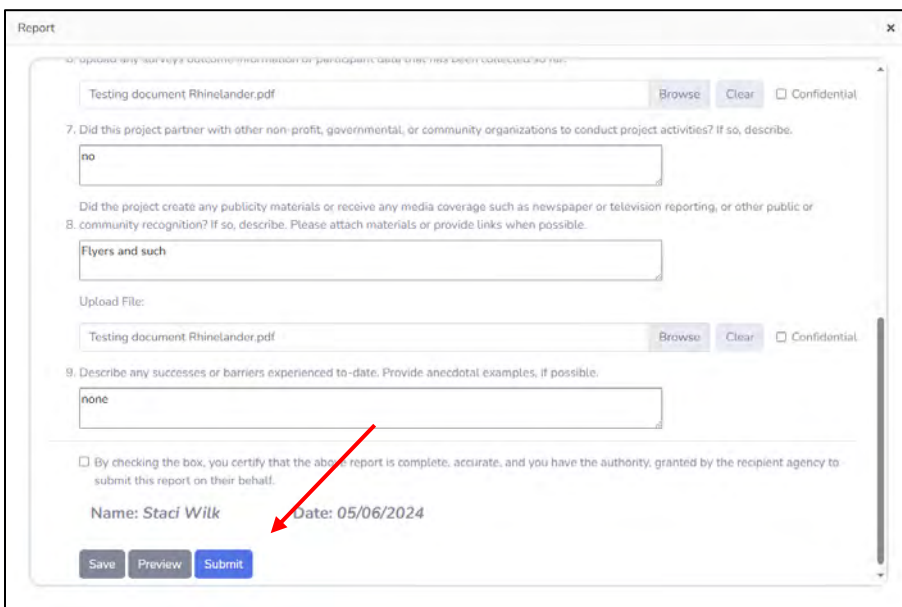
9. Describe any successes or barriers experienced to-date. Provide anecdotal examples, if possible.

none

☐ By checking the box, you certify that the above report is complete, accurate, and you have the authority, granted by the recipient agency to submit this report on their behalf.

Name: Staci Wilk Date: 05/06/2024

Grant Recipients can preview the questions through the 'Preview' button in case they need to collaborate with coworkers or contractors on providing an answer. Once the 'Preview' button is clicked, the input screen will download to their machine as a .PDF for review or printing.



Report

or upload any survey data, information, media, or other documents to be included in your report.

Testing document Rhinelander.pdf   ☐ Confidential

7. Did this project partner with other non-profit, governmental, or community organizations to conduct project activities? If so, describe.

no

Did the project create any publicity materials or receive any media coverage such as newspaper or television reporting, or other public or community recognition? If so, describe. Please attach materials or provide links when possible.

Flyers and such

Upload File:

Testing document Rhinelander.pdf   ☐ Confidential

9. Describe any successes or barriers experienced to-date. Provide anecdotal examples, if possible.

none

☐ By checking the box, you certify that the above report is complete, accurate, and you have the authority, granted by the recipient agency to submit this report on their behalf.

Name: Staci Wilk Date: 05/06/2024



The Grant Recipient will be notified via email at four touchpoints throughout their project's life cycle:

- When the Status Report is available.
- When a Status Report is coming due for them, 1-day prior.
- A reminder that the report is due, one day past the due date.
- Anytime a Status Report needs to be cured.

The messages are sent from PSC E-Services Mail [noreply.eservices@wisconsin.gov](mailto:noreply.eservices@wisconsin.gov) and the triggers and messages for the notifications are as follows:

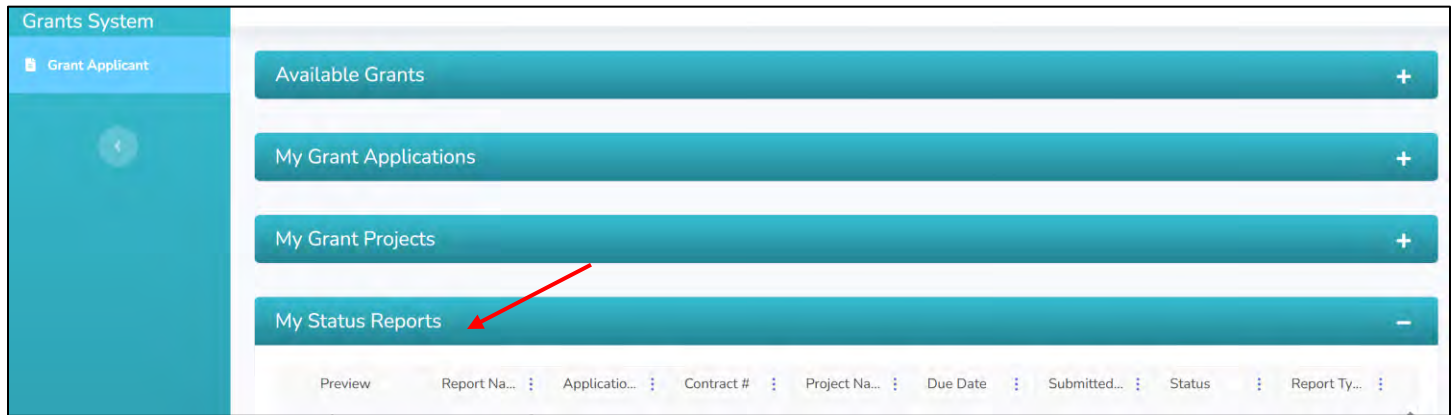
Courtesy Notification Type	Trigger	message	PSC Grant Staff notification
Recipient Notification - Your Status Report is Available	[Publish date] set by Grant Staff	<p>Subject: Your Project Status Report for [Report Name] is available</p> <p>Hello,</p> <p>Your report, [Report Name], is available. Please complete and submit your report by [Due Date] and your Grant Manager will be notified.</p> <p>Thank you for your attention in advance.</p>	CC shared inbox for grant staff
Courtesy Notification Type	Trigger	Message	PSC Grant Staff notification
Recipient Notification - Your Status Report is coming due	1 day prior to the [Due Date]	<p>Subject: Your Project Status Report for [Report Name] is coming due</p> <p>Hello,</p> <p>Your report, [Report Name], is coming due. Please complete and submit your report by [Due Date] and your Grant Manager will be notified.</p> <p>Failure to submit reports in a timely manner may result in a</p>	CC shared inbox for grant staff

		<p>delay in reimbursement payment or non-compliance measures. If you have already submitted your reports, please disregard this message.</p> <p>If you experience any issues submitting documentation, please contact your Grant Manager.</p> <p>Thank you for your attention in advance.</p>	
Courtesy Notification Type	Trigger	Message	PSC Grant Staff notification
Recipient Notification - Your Status Report is due	1 day after the [Due Date]	<p>Subject: Action Required - Your Project Status Report is due for: [Report Name]</p> <p>Hello,</p> <p>We did not receive your interim status report on [Due Date].</p> <p>This is your reminder to submit the report within the PSC Grant System Customer Portal within 10 business days of receipt of this email.</p> <p>As always if you have questions or need assistance completing the report, please contact your Grant Manager.</p>	CC shared inbox for grant staff

Courtesy Notification Type	Trigger	Message	PSC Grant Staff notification
Recipient Notification - When a report requires a cure	Anytime, system generated by Grant Manager	<p>Subject: Action Required - Request to cure for Project Status Report: [Report Name]</p> <p>Hello,</p> <p>The Public Service Commission of Wisconsin is requesting additional information for your project status report: [Report Name].</p> <p>Please complete this request by logging into the PSC Grants System Customer Portal and navigate to the My Status Report section to cure and submit the refile version of this report.</p> <p>As always, if you have questions or need assistance completing the report, please contact your Grant Manager.</p>	CC shared inbox for grant staff

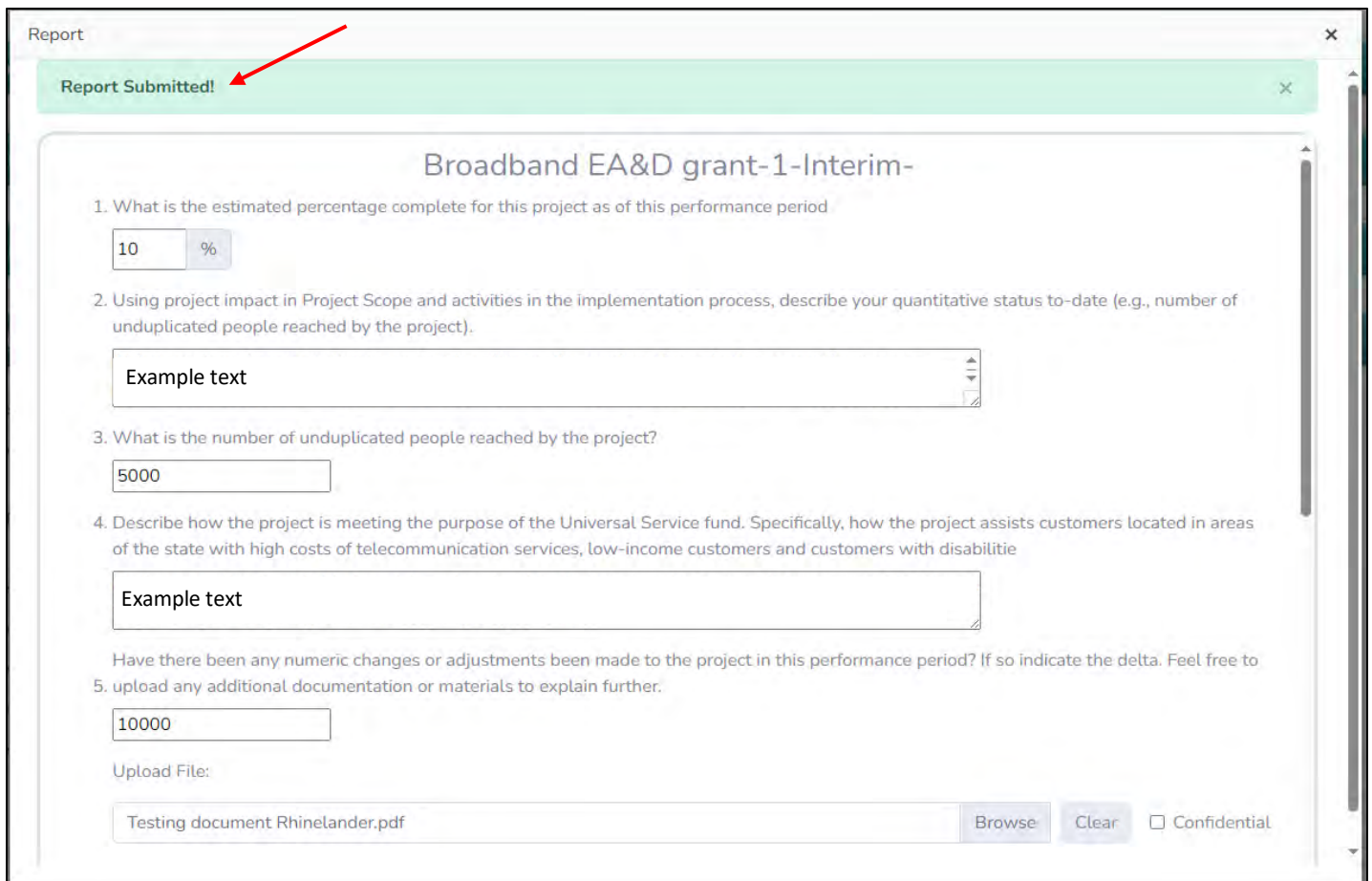
All emails will have the note: *\* Please do not reply to this email. It is sent from an unmonitored mailbox. \**

When a Grant Recipient is notified, they will be directed to log into the PSC Grants System Customer Portal, navigate to the My Status Reports section to complete the report.



The screenshot shows the 'Grants System' portal with a sidebar menu. The 'My Status Reports' option is highlighted with a red arrow. Below the menu, there are four main sections: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. At the bottom, there is a table with columns: 'Preview', 'Report Na...', 'Applicatio...', 'Contract #', 'Project Na...', 'Due Date', 'Submitted...', 'Status', and 'Report Ty...'.

Grant Recipients can click into the Report Name and update from this page. Functionality includes saving, leave & return, and submit from this report pop up. When the report has submitted, a notification will be presented:



The screenshot shows a 'Report Submitted!' notification at the top, indicated by a red arrow. Below the notification is the 'Broadband EA&D grant-1-Interim-' report form. The form contains five questions:

- What is the estimated percentage complete for this project as of this performance period?  
10 %
- Using project impact in Project Scope and activities in the implementation process, describe your quantitative status to-date (e.g., number of unduplicated people reached by the project).  
Example text
- What is the number of unduplicated people reached by the project?  
5000
- Describe how the project is meeting the purpose of the Universal Service fund. Specifically, how the project assists customers located in areas of the state with high costs of telecommunication services, low-income customers and customers with disabilities.  
Example text
- Have there been any numeric changes or adjustments been made to the project in this performance period? If so indicate the delta. Feel free to upload any additional documentation or materials to explain further.  
10000

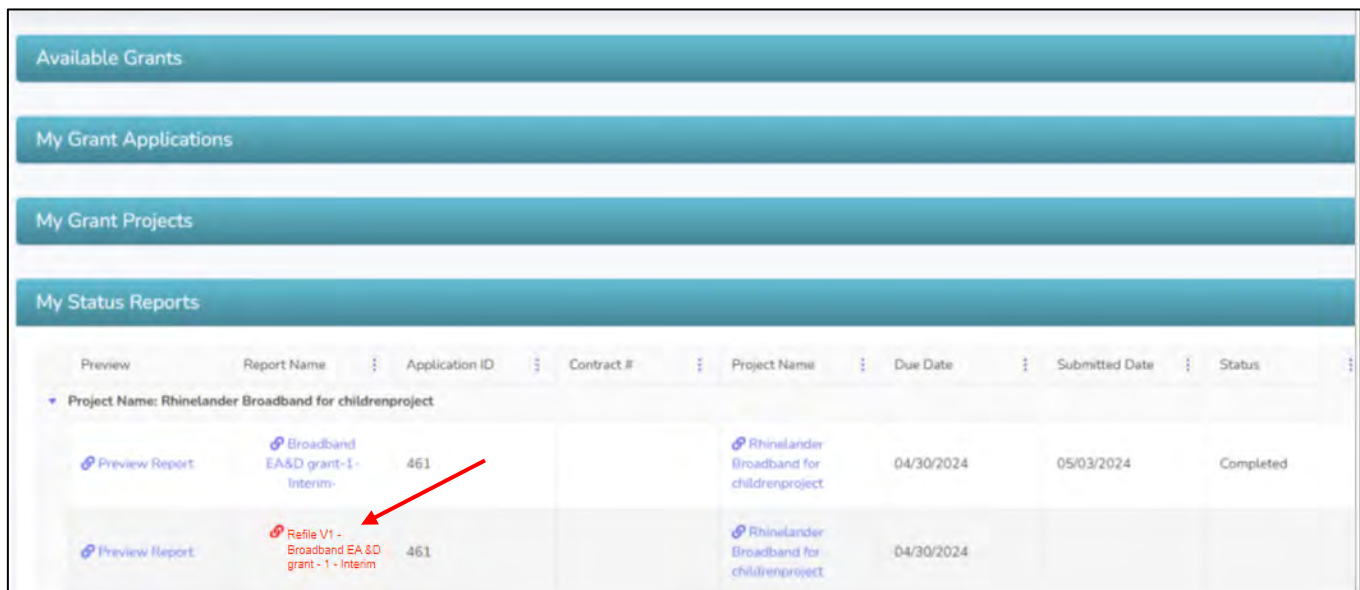
At the bottom, there is an 'Upload File:' section with a text input field containing 'Testing document Rhinelander.pdf', a 'Browse' button, a 'Clear' button, and a 'Confidential' checkbox.

## Refiling a Status Report – Applicable for certain grants

When a status report requires additional attention, the Grant Manager may request what is referred to as a refile. A refile is intended to elicit additional information regarding an answer. A Grant Recipient will receive an email to request that they log into the PSC Grants System Customer Portal to revise their Status Report questions and “refile” the report.

To complete this step:

1. Log into the PSC Grants System Customer Portal and navigate the My Status Report Section. A new version of the Report with the word Refile in the Name will appear in red as a visual cue to indicate that this report requires attention.



Preview	Report Name	Application ID	Contract #	Project Name	Due Date	Submitted Date	Status
Project Name: Rhinelander Broadband for childrenproject							
<a href="#">Preview Report</a>	<a href="#">Broadband EA&amp;D grant-1 - Interim</a>	461		<a href="#">Rhinelander Broadband for childrenproject</a>	04/30/2024	05/03/2024	Completed
<a href="#">Preview Report</a>	<a href="#">Refile V1 - Broadband EA &amp;D grant - 1 - Interim</a>	461		<a href="#">Rhinelander Broadband for childrenproject</a>	04/30/2024		

2. Click on the Report Name link to open the report. The question that is highlighted in red will be open to edit. The others will remain locked:

1. Please indicate what percentage complete your work is

2. Please indicate what date your project work started

3. Please update

Do you anticipate that there will be any delays in your project

☒ Yes
 ☐ No



3. Replace the original answer with the updated answer for only the questions that have been requested.  
Next, scroll to the bottom of the report and check the box to attest to the accuracy of the updated information.
4. Once you have completed the attestation, click submit.

9. Are there changes to the project scope or budget that might require an amendment? If yes, email  
PSCBroadbandGrantReimbursement@wisconsin.gov.

☐ Yes ☒ No

☐ By checking the box, I certify that the statements herein are true, complete, and accurate to the best  
done the due diligence to ensure the information is correct. I am aware that any false, fictitious, or fra  
subject me to criminal, civil, or administrative penalties and may impact current and future grant awa  
of Wisconsin.

**Name:** *Staci Wilk* **Date:** *09/27/2024*