

## Table of Contents

Introduction .....	2
Getting Started.....	2
Step 1 – Login Page.....	2
Step 2 – Validate your ERF account.....	3
Step 3 – Create PSC Grants System User Account and Login to the system.....	3
PSC Grant Application Submission Expectations .....	4
Grant Applicant Landing Page.....	4
Grant Application Details tab.....	5
Additional Grant Application Tabs .....	6
Contacts Tab.....	6
Contributions Tab.....	7
Budget Tab .....	8
Communities Tab.....	9
Narrative Tab.....	10
Upload Tab.....	11
Submit Tab.....	14
Grant Recipient Onboarding.....	15
Managing a Project .....	16
Project Detail Tab – Applicable for all grants.....	17
Contacts Tab – Applicable for all grants .....	17
Budget Tab – Applicable for all grants .....	18
Reimbursements Tab – Applicable for all grants .....	19
Uploads and Related Documents Tab – Applicable for all grants.....	20
Document Types .....	21
Status Reports Tab – Applicable with the Grants System Status Reporting feature .....	22
Project Reporting – Applicable if using system Status Reports .....	22
Status Report Delivery – Applicable for certain grants.....	22
Completing a Status Report – Applicable for certain grants.....	23
Refiling a Status Report – Applicable for certain grants .....	28

# 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 online 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:

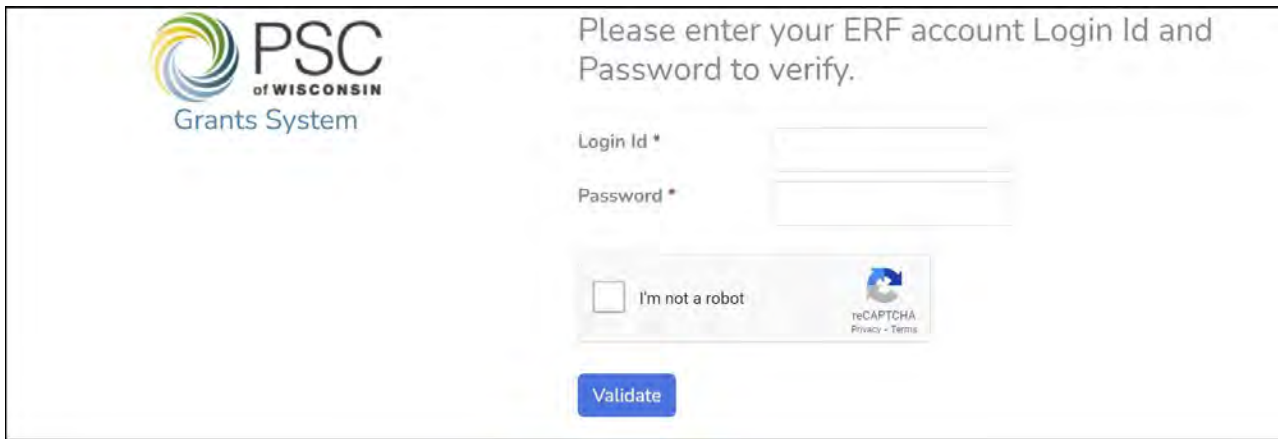
URL: <https://apps.psc.wi.gov/apps/grants>

The screenshot shows the login interface for the PSC Grants System. On the left, there is a logo for the PSC of Wisconsin and the text 'Grants System'. Below this, there is a section for 'New Users' with 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 lists three steps: Step 1 (create an ERF account), Step 2 (validate ERF account), and Step 3 (create Grants System account). On the right, the 'Login' section contains an 'Email' input field, a 'Password' input field, 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.

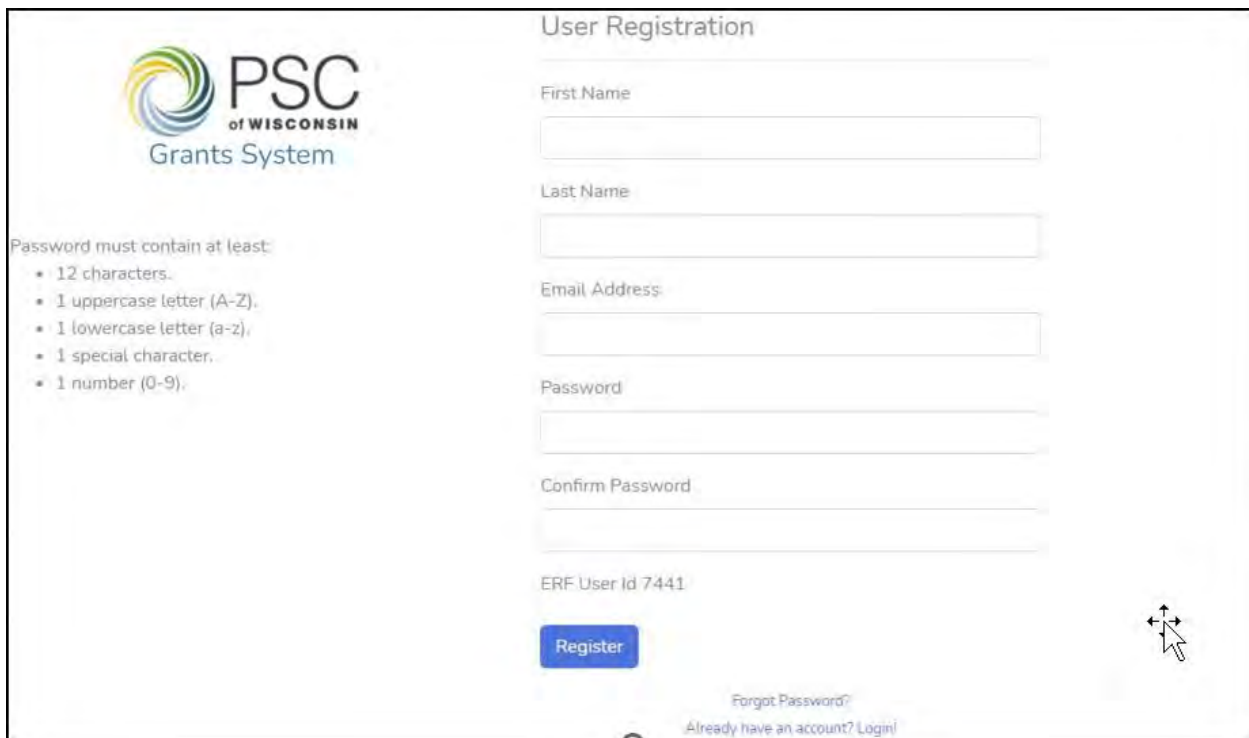
Enter an ERF Login Id, the ERF Password, and click 'Validate'.



The screenshot shows the PSC of WISCONSIN Grants System login page. The header includes the logo and the text "Please enter your ERF account Login Id and Password to verify." Below this are two input fields: "Login Id \*" and "Password \*". A checkbox labeled "I'm not a robot" is next to a reCAPTCHA logo. At the bottom is a blue "Validate" button.

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

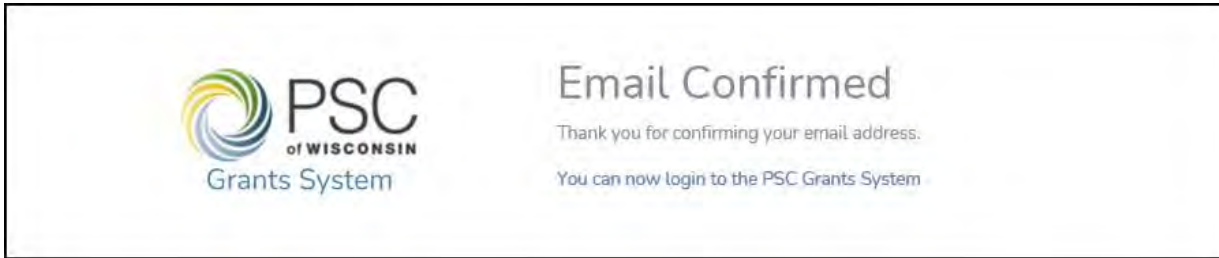
Once the ERF account has been validated, register as a new user in the PSC Grants System.



The screenshot shows the "User Registration" page of the PSC of WISCONSIN Grants System. It features 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)." The registration form includes fields for "First Name", "Last Name", "Email Address", "Password", and "Confirm Password". A pre-filled "ERF User Id 7441" is shown. A blue "Register" button is at the bottom, with 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.

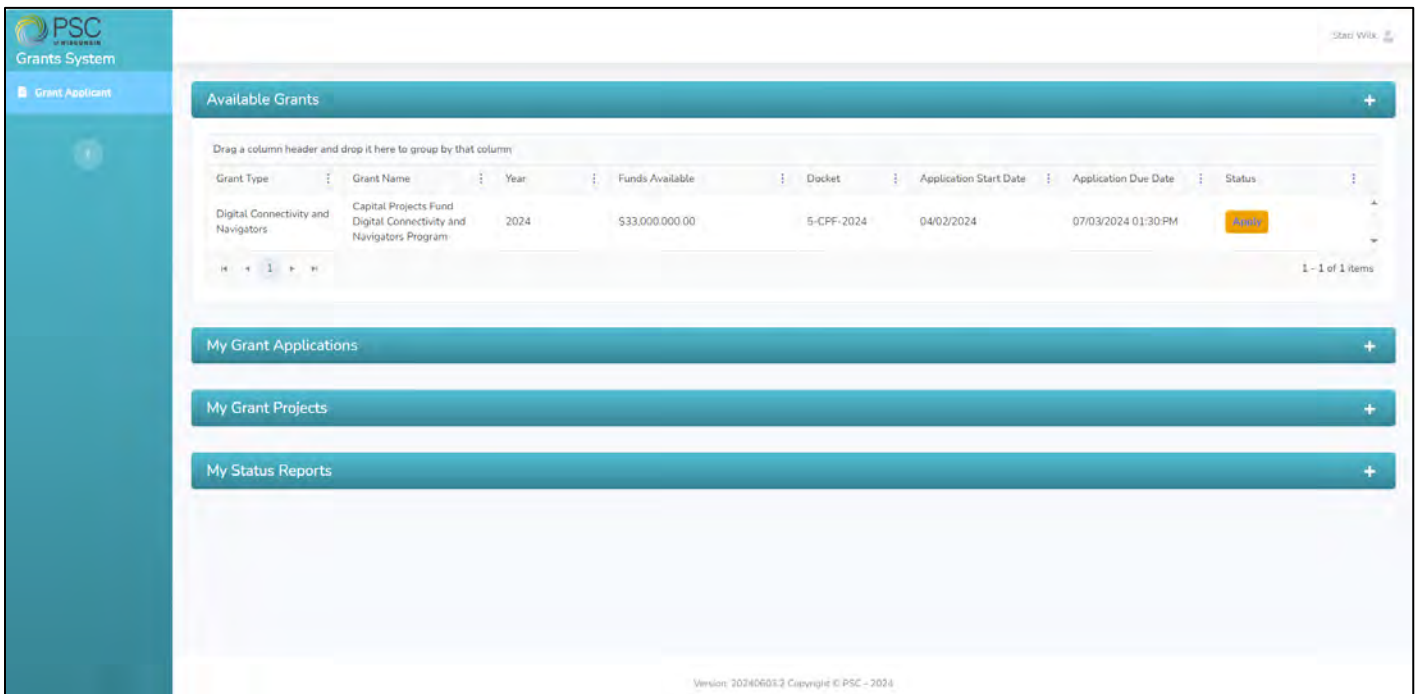


## PSC Grant Application Submission Expectations

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.

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

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.

The image shows two overlapping screenshots of a web application. The top screenshot, titled "Grant Application", displays a form with the following fields: "Grant Application Details", "Grant Id \*" (value: 157), "Grant Name" (value: Capital Projects Fund Digital Connectivity and Navigators Program), "Docket Id" (value: 5-CPF-2023), "Project Name \*" (empty text box with "Remaining Characters: 100" below it), and "Project Description \*" (empty text box with "Remaining Characters: 500" below it). The bottom screenshot, titled "Grant Applicant Details", includes a sub-header "The grant applicant is the party who will receive the actual money" and the following fields: "Applicant Type \*" (dropdown menu with "--Select--"), "Applicant Entity Legal Name \*" (empty text box), "Applicant DBA Name" (empty text box), "Applicant Address \*" (empty text box), "Applicant City \*" (empty text box), "Applicant State \*" (dropdown menu with "--Select--"), "Applicant Zip Code \*" (empty text box), "Applicant Phone # \*" (empty text box), "Applicant Phone # Ext." (empty text box), and "Applicant Email Address \*" (empty text box). A blue "Create" button is located at the bottom left of the "Grant Applicant Details" form. On the left side of the "Grant Applicant Details" form, there is a vertical list of labels: "These", "submis", "Grant", "Recipi", and "Total P".

## 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.

**NOTE:** Not every grant program will include all tabs below, a good example is the Communities tab. If this 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.

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 | **Communities** | Narrative | Upload | Submit | Create PDF

Grant Application Details

Grant Id \* 92

Grant Name Capital Projects Fund Digital Connectivity and Navigators Program

Docket Id S-CPP-2023

Project Name \* Staci Wilk 24/7 Testing

Remaining Characters: 77

Project Description \* Testing Description

## 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:** If a third-party consultant assisted in the preparation of your application or is otherwise closely involved in the day-to-day management of your grant project, enter their contact information.



## 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
Subtotals:	\$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 similar to, 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.

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

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>	

1 - 6 of 6 items

Total Budget: \$20,000

### 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.

The screenshot displays the 'Communities Served' section of a grant application. It features two dropdown menus for selecting 'County/Tribal Nation' and 'Municipality/Tribal Nation'. The 'County/Tribal Nation' dropdown is currently open, showing a list of options: Waupaca, Waushara, Winnebago, Wood, Bad River Band of Lake Superior Chippewa Indians (which is highlighted), and Ho-Chunk Nation. The 'Municipality/Tribal Nation' dropdown also shows 'Bad River Band of Lake Superior Chippewa India...'. To the right of these dropdowns are 'Save' and 'Cancel' buttons. At the bottom of the form, there is a 'Back to Application Setup' link and a pagination indicator '1 - 1 of 1 items'.

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.

## 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.

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 Questions

Page 1 of 2

The narrative question box can be expanded by dragging the lower right hand corner of the box.

1 How many residential homes will receive connectivity as the result of this work.  
5000

2 Describe what impact will this project have on the community it will serve?  
Testing data:  
Increase in access to remote work  
Increase in educational opportunities  
Increase tourism

Remaining Characters: 2894

3 What parts of this work will cross tribal lines?  
Testing data

Remaining Characters: 2988

Save

Save any changes before navigating to different page.

## 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

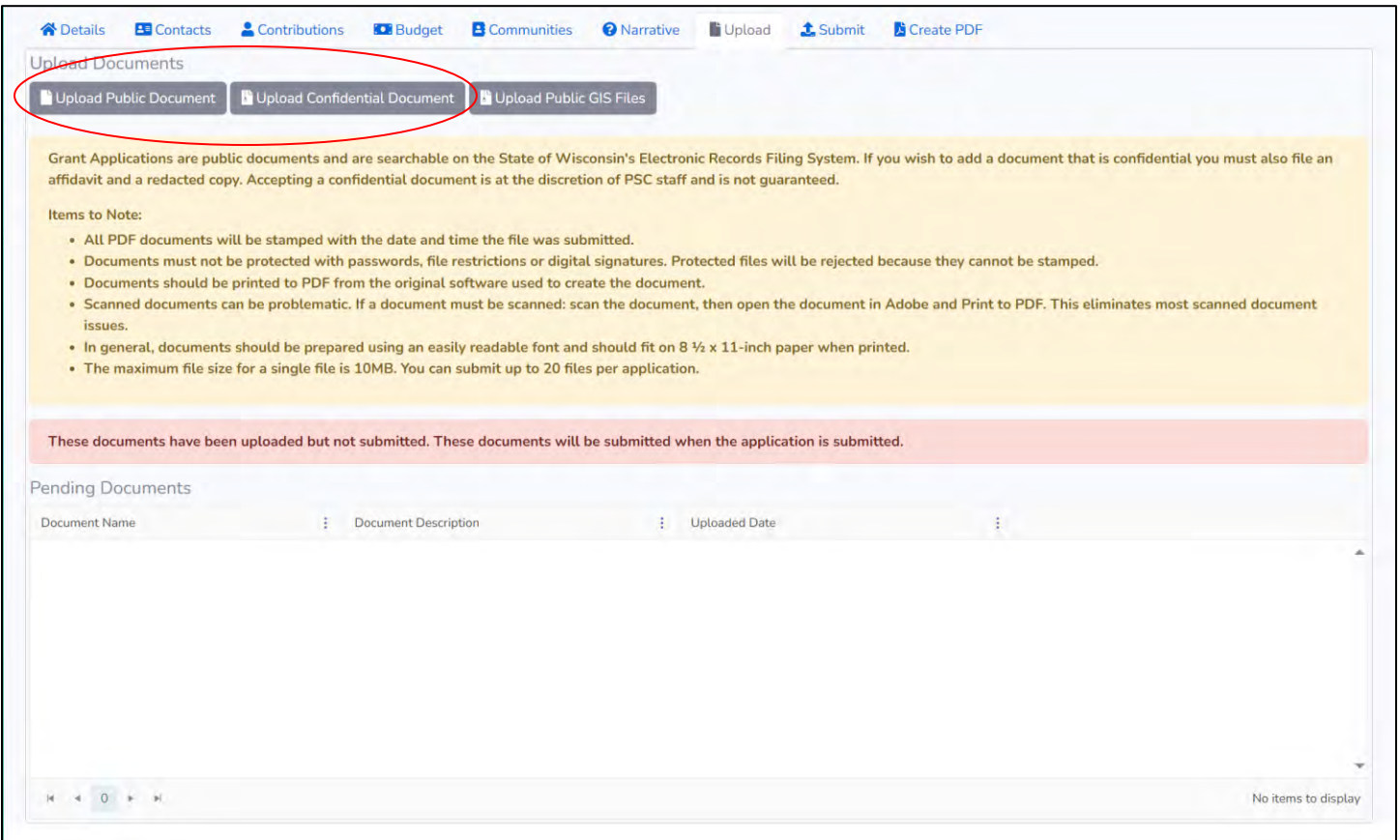
## Public Records & Confidentiality

Once an application is submitted, the grant application and all documents uploaded with the application become searchable public documents on ERF.

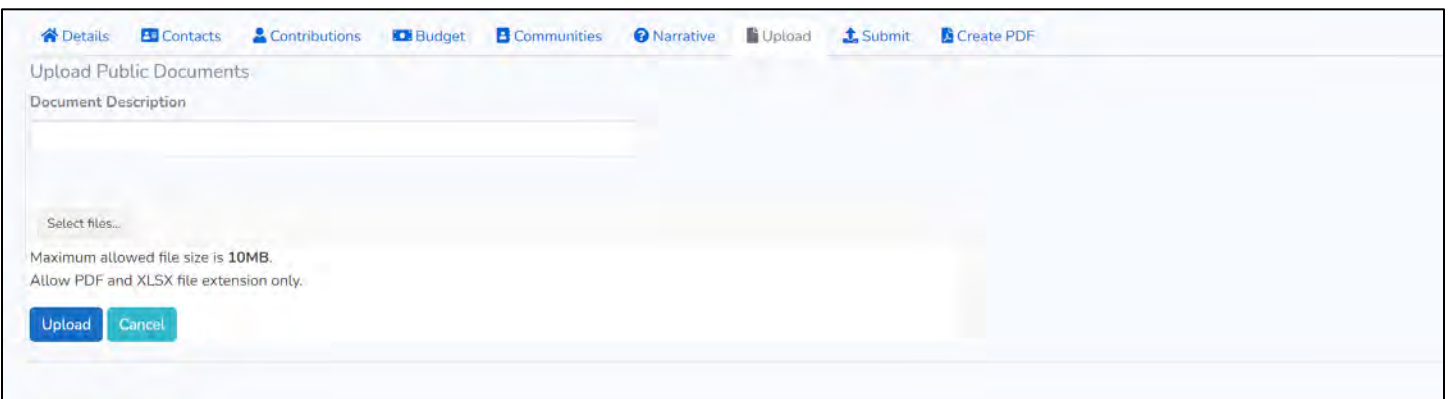
Certain attachments can be uploaded using the 'Upload Confidential Document' button to *request* confidential handling in limited circumstances. **Important Note:** Filing confidential documents requires the presence of a Notary Public with the upload or a notarized attachment. See the application instructions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



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



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.

Project Details | Contacts | Budget | Reimbursements | Uploads | Related Documents | Project Questions | Project Communities Served

Contribution Details | Notes | Status Reports

### Upload Confidential Documents

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

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

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

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

The third section explains the process and involvement of a notary officer.

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 on 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: Application Supplemental

Description

CONFIDENTIAL DOCUMENT

Select Confidential File

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 \*\*

Select Redacted File

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

Upload Cancel

## 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 entries and that budget details match in the Grants Detail, Contributions and Budget Pages.

Items needing correction will appear in the 'Validation Errors' grid. If needed, use the "Export to Excel" button to obtain a spreadsheet of the validation errors.

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

### Validate Application

If required fields are not completed, errors will appear on this page when you click "Validate Application". Please correct all errors that appear on this page and validate again when ready. If there are no validation errors, a "Submit Application" button will appear and the application can be submitted.

Validate Application

Validation Errors

Export to Excel

Section Name	Validation Message
Section 2. Contact Tab	Missing primary contact - At least one "Primary" contact, is required.

1 - 1 of 1 items

### 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.

### Submit Application

Your application has been successfully validated and is ready to submit. Please click the 'Submit Application' button to submit your grant application to the PSC.

Submit Application

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.

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.

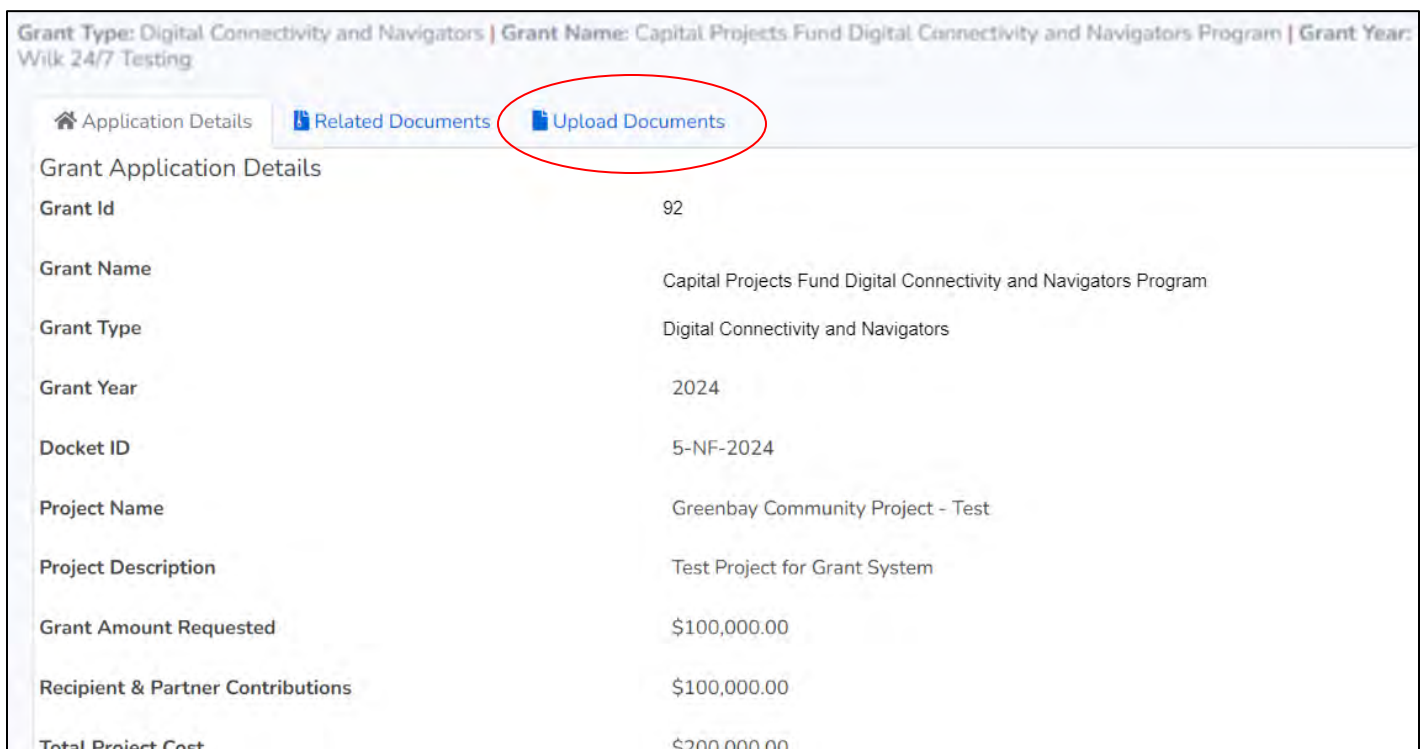


## Request to Cure Application

After submission of your Application, Commission staff may request “a cure” through an email. 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. Often there is additional information required and a Grant Staff will use an Admin feature to Enable an upload, which will allow the additional information to be uploaded for review.

When the application is clicked on the Upload Documents tab will appear so that additional or supporting information can be uploaded:



The screenshot displays the 'Grant Application Details' page in the PSC Grants System. At the top, the breadcrumb navigation shows: Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: Wilk 24/7 Testing. Below this, there are three tabs: 'Application Details', 'Related Documents', and 'Upload Documents'. The 'Upload Documents' tab is highlighted with a red circle. The main content area shows a table of application details:

Grant Application Details	
Grant Id	92
Grant Name	Capital Projects Fund Digital Connectivity and Navigators Program
Grant Type	Digital Connectivity and Navigators
Grant Year	2024
Docket ID	5-NF-2024
Project Name	Greenbay Community Project - Test
Project Description	Test Project for Grant System
Grant Amount Requested	\$100,000.00
Recipient & Partner Contributions	\$100,000.00
Total Project Cost	\$200,000.00

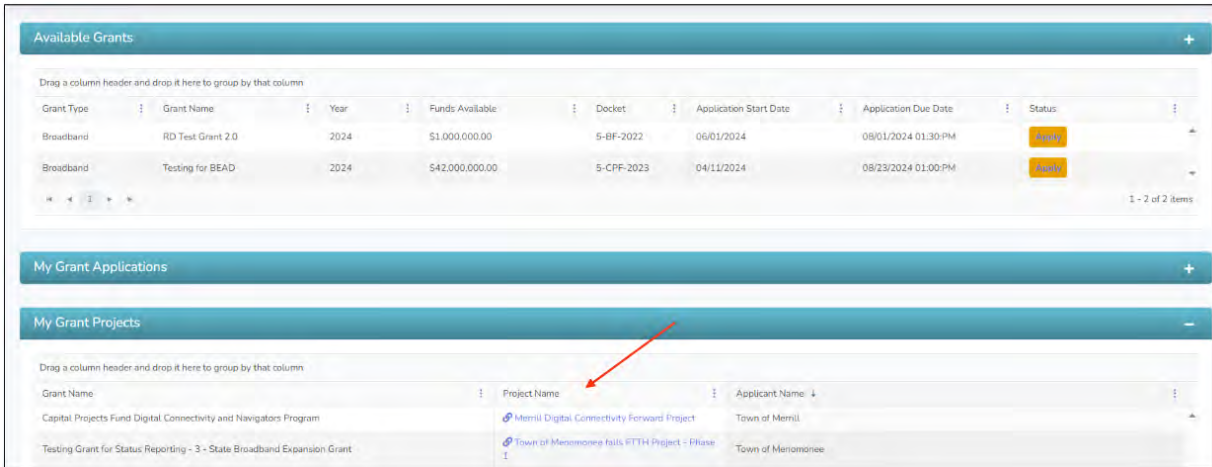
## Grant Recipient Onboarding

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.



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.

The screenshot shows the 'Grant Applicant Details' form. It includes a sub-header 'Grant Applicant Details' and a note: 'The grant applicant is the party who will receive the actual money.' Below this are several input fields: 'Applicant Entity Legal Name \*', 'Applicant DBA Name', 'Applicant Address \*', 'Applicant City \*', 'Applicant State \*' (a dropdown menu with '--Select--'), 'Applicant Zip Code \*', 'Applicant Phone # \*', 'Applicant Phone # Ext.', 'Applicant Email Address \*', 'Applicant FEIN # \*', 'UEID Code \*', and 'NAICS code \*'. At the bottom left of the form is a blue 'Create' button.

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

**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

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.



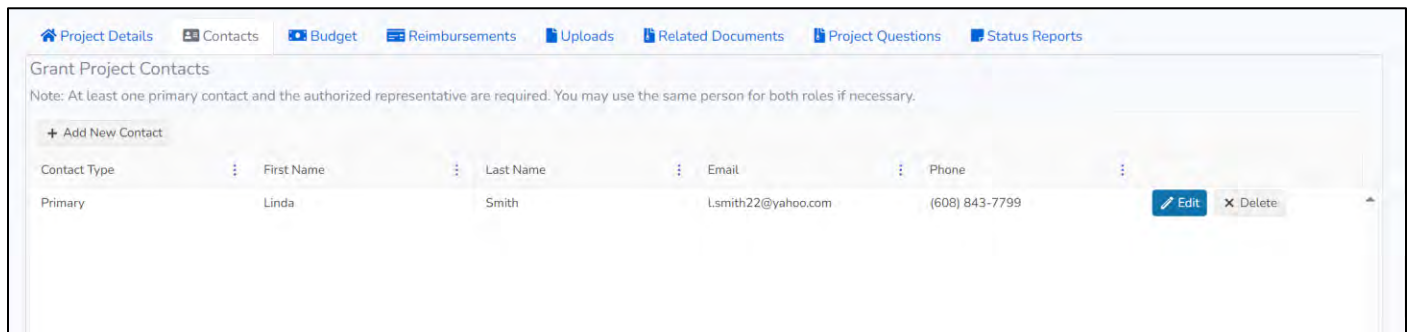
The screenshot shows the 'Project Details' tab for a grant. At the top, it displays: Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Merrill Digital Connectivity Forward Project. Below this is a navigation bar with tabs: Project Details (selected), Contacts, Budget, Reimbursements, Uploads, Related Documents, Project Questions, and Status Reports. The main content area is titled 'Grant Project Details' and contains a list of fields and their values:

Grant ID *	92
Grant Name	Capital Projects Fund Digital Connectivity and Navigators Program
Docket ID	5-CFF-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	

Below the table is an 'Applicant Detail' section.

## 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. See contact definitions on page 6.



The screenshot shows the 'Contacts' tab for a grant. At the top, it displays: Project Details | Contacts (selected) | Budget | Reimbursements | Uploads | Related Documents | Project Questions | Status Reports. The main content area is titled 'Grant Project Contacts' and includes a note: 'Note: At least one primary contact and the authorized representative are required. You may use the same person for both roles if necessary.' Below the note is a '+ Add New Contact' button. A table lists the existing 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. (See “Reimbursements tab” on p.19)

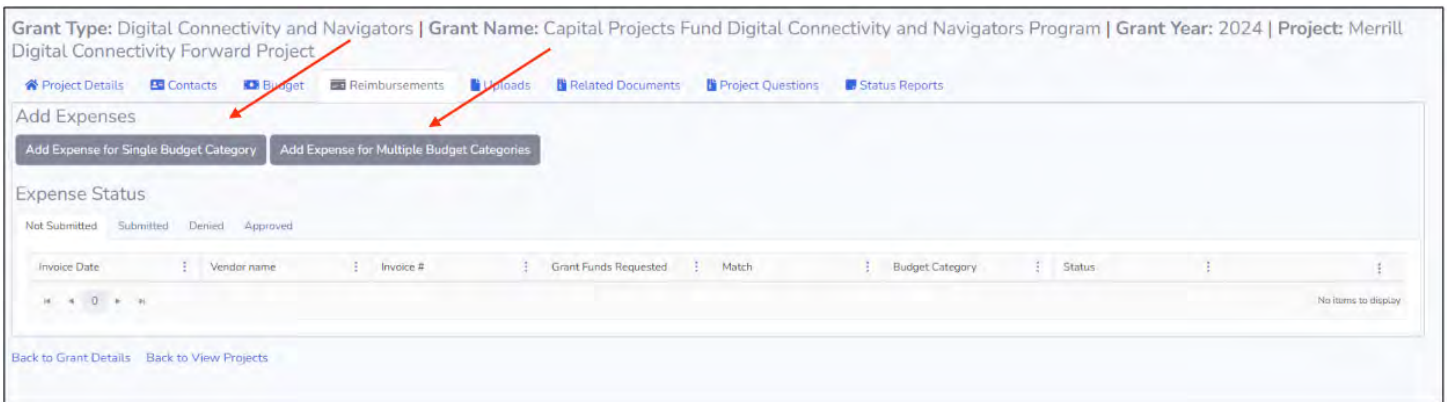
Project Budget Detail				
Budget Note: Original Budget				
Budget Item	Award Amount	Pending	Approved	Available
▼ Grant Funds Requested				
Construction	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Contractual	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Equipment - 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
<b>Subtotals:</b>	<b>\$1,000,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000,000.00</b>
▼ 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
<b>Subtotals:</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
Project Budget History				
Revision Date and Time ↓	Adjustment / Amendment	Budget Note	Updated By	
<a href="#">Back to Grant Details</a>	<a href="#">Back to View Projects</a>			

## Reimbursements Tab – Applicable for all grants

The Reimbursements Page is used to request reimbursements and track the status of reimbursement requests. To submit a reimbursement request, have all supporting documents or excel workbooks ready for uploading. The system only accepts .pdf and .xlsx documents. Other file types (.jpg, .tif, Word documents, etc.) are not accepted.

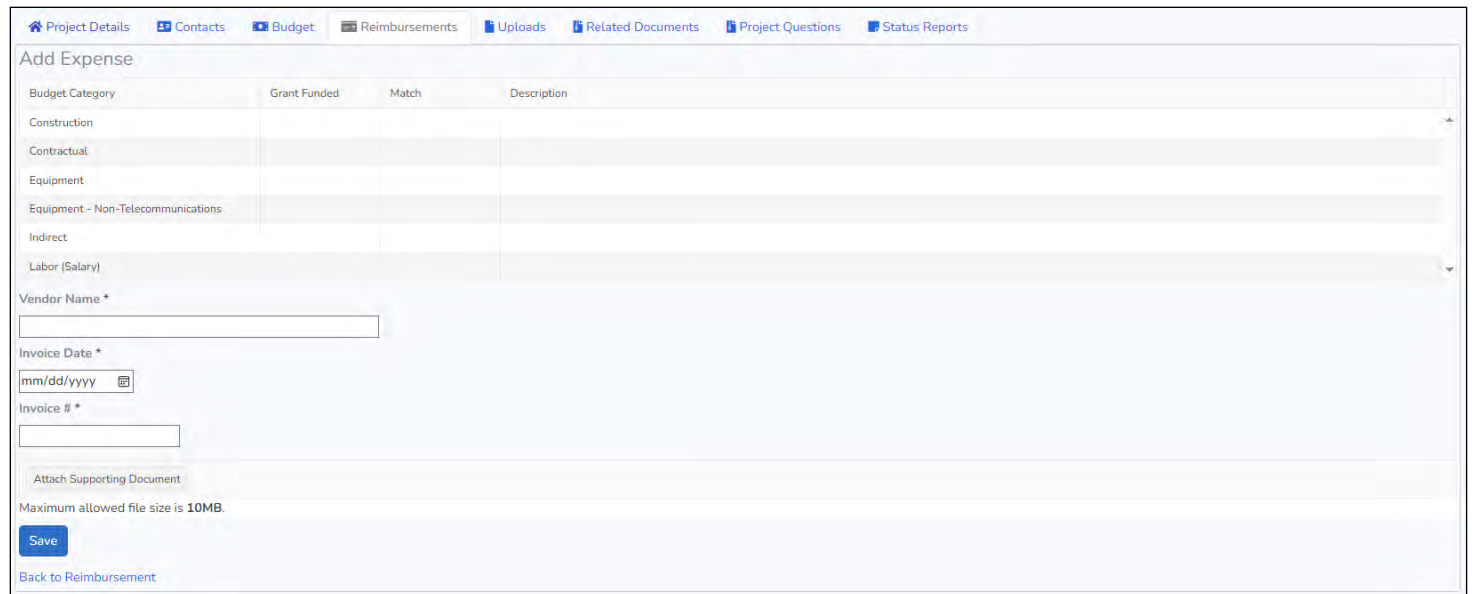
**Note:** If the support document is an Excel spreadsheet, upload it as spreadsheet instead of converting to a PDF. Also, for each reimbursement request, the required attestation will need to be completed prior to submission.

Once the files are ready, select the type of expense report that best fits with what is being submitted. The options are either a single budget category expense or a multiple category expense.



The screenshot shows the top navigation bar with tabs for Project Details, Contacts, Budget, Reimbursements, Uploads, Related Documents, Project Questions, and Status Reports. Below the navigation is the 'Add Expenses' section with two buttons: 'Add Expense for Single Budget Category' and 'Add Expense for Multiple Budget Categories'. Below that is the 'Expense Status' section with tabs for Not Submitted, Submitted, Denied, and Approved. A table header is visible with columns: Invoice Date, Vendor name, Invoice #, Grant Funds Requested, Match, Budget Category, and Status. The table currently displays 'No items to display'. At the bottom, there are links for 'Back to Grant Details' and 'Back to View Projects'.

In the reimbursement request, enter the amounts by budget category type, including both the grant funds requested and the matching contributions applied to each type. Once a file is uploaded, it will appear in the Related Documents tab. Uploads to the Reimbursement tab are not published to ERF. They will only be stored in the Grants System.



The screenshot shows the 'Add Expense' form. It features a table with columns: Budget Category, Grant Funded, Match, and Description. The categories listed are Construction, Contractual, Equipment, Equipment - Non-Telecommunications, Indirect, and Labor (Salary). Below the table are input fields for 'Vendor Name \*', 'Invoice Date \*' (with a date picker), and 'Invoice # \*'. There is an 'Attach Supporting Document' section with a note that the maximum allowed file size is 10MB. A 'Save' button is at the bottom, along with a 'Back to Reimbursement' link.

Grants staff will review and either accept or reject the reimbursement request. If a reimbursement request needs to be modified, the entire submission will be rejected. When a new reimbursement request is changed and resubmitted, all documentation will need to be reloaded.

## 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:

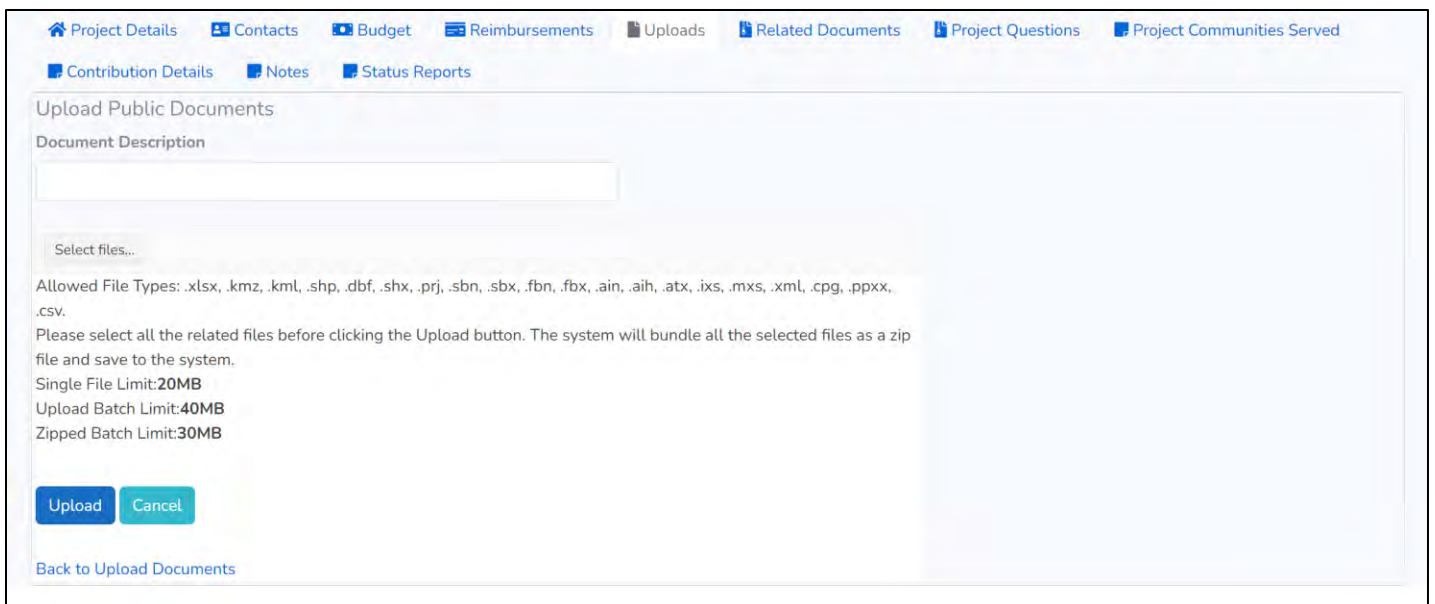
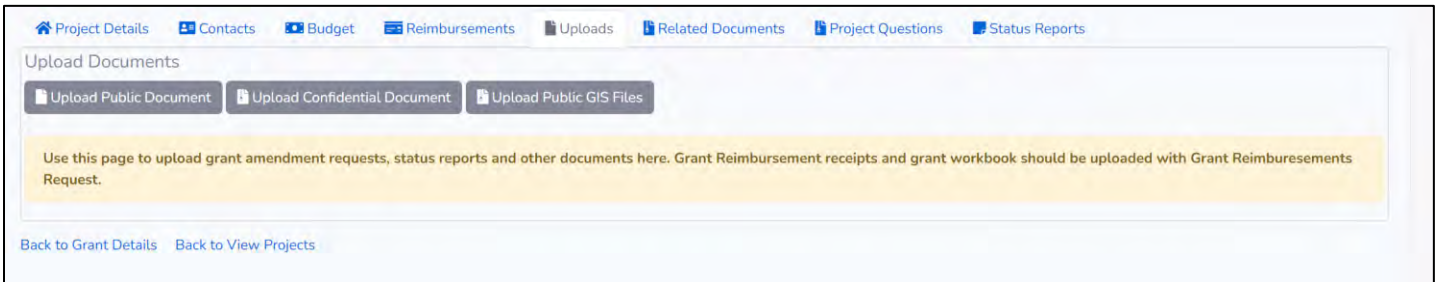
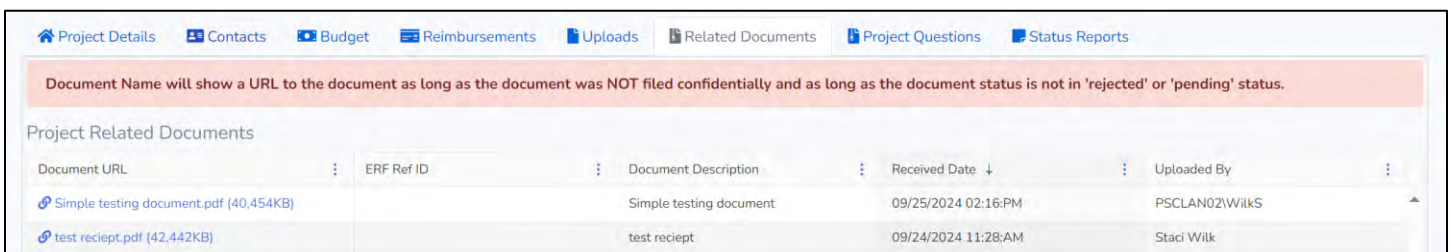


Image of Public Document Upload 1

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 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:

- The first column is intended show all documents associated with a grant that will be uploaded to ERF through the grant system during the grant life cycle.
- The second column shows all other Document Types that could potentially be requested or required depending on your Grant guidelines. These will not upload to ERF.

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

Document Types that will upload to ERF	Document Types that will NOT upload to ERF
Grant application	Grant Amendment Request
Grant application – supplemental documents	Reimbursement Request Documentation
Grant Agreement	Reimbursement Workbook
Grant Agreement Amendment	Reimbursement Supplement
Status Report	Environmental Screening Tool
Status Report - Final	NEPA Environmental Questionnaire
Close Out Letter	Onboarding Documents
Affirmative Action Documents	Publications
Audit Report	GIS Files
Data Request	
Attestation	



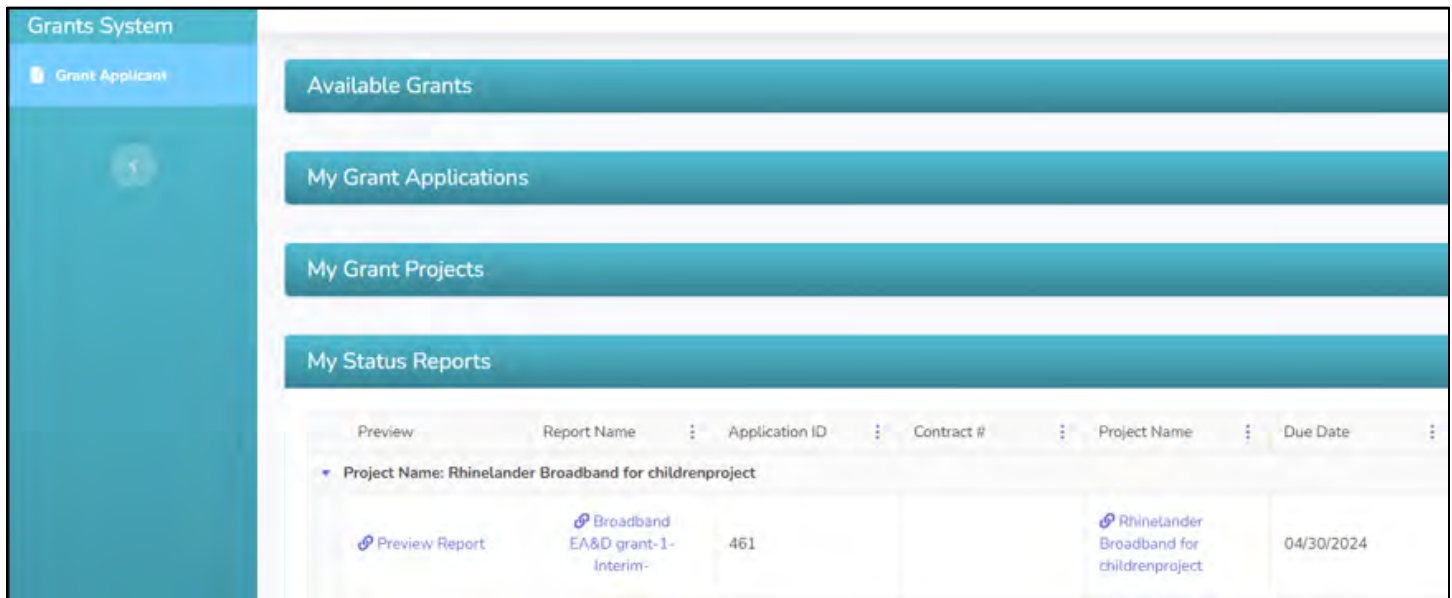
## Status Reports Tab – Applicable with the Grants System Status Reporting feature

The Status Reporting tab will show 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.

## 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:



Preview	Report Name	Application ID	Contract #	Project Name	Due Date
<a href="#">Preview Report</a>	<a href="#">Broadband EA&amp;D grant-1-Interim-</a>	461		<a href="#">Rhinelanders Broadband for childrenproject</a>	04/30/2024

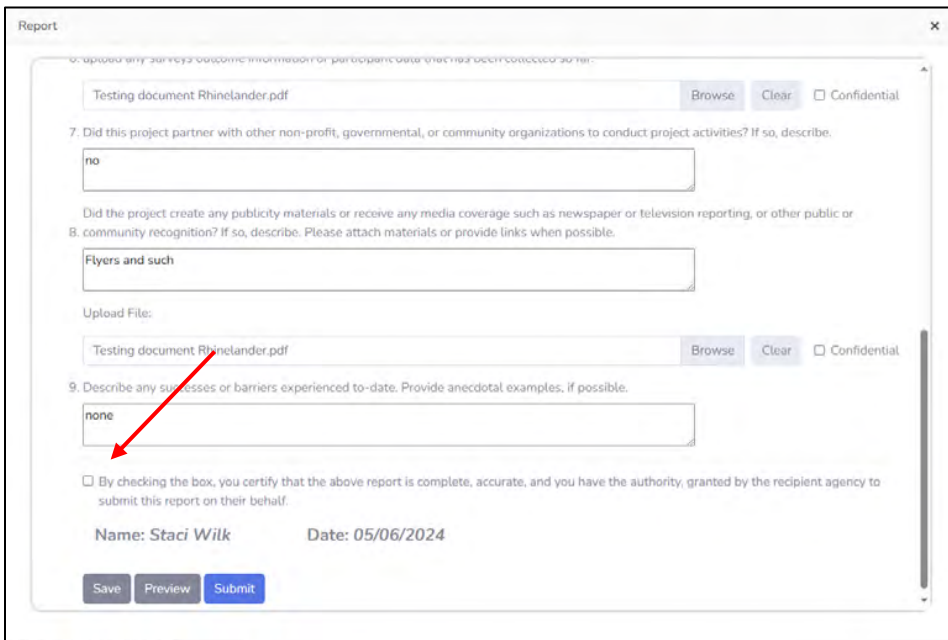
There are three hyperlinks that a Grant Recipient can use to navigate from this section.

- **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.

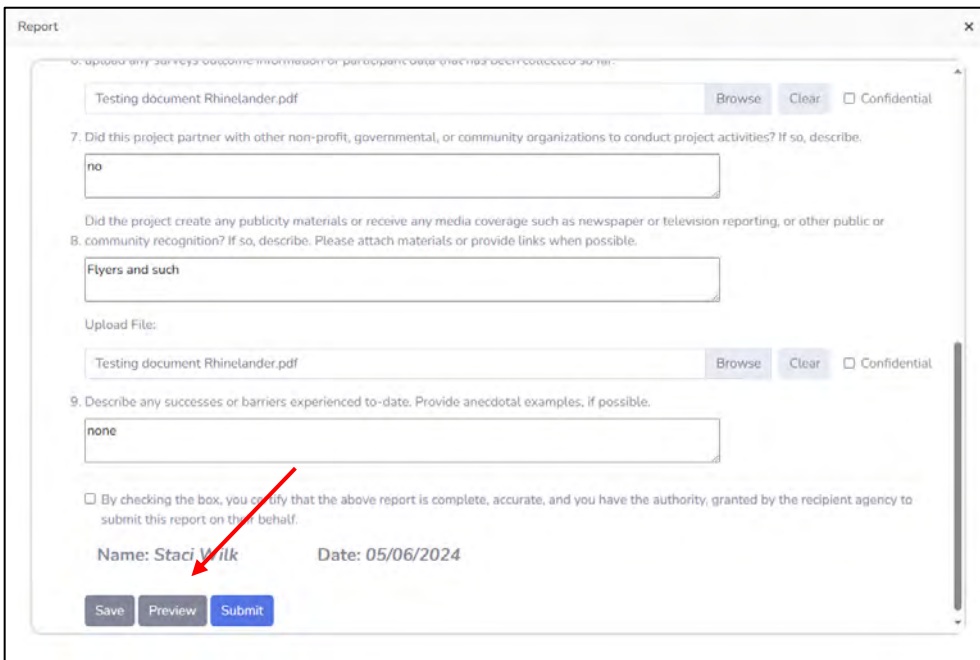


The screenshot shows a web form titled "Report" with a close button (X) in the top right corner. The form contains several sections:

- A file upload field with the text "Testing document Rhinelander.pdf", "Browse", "Clear", and a "Confidential" checkbox.
- Question 7: "Did this project partner with other non-profit, governmental, or community organizations to conduct project activities? If so, describe." with a text input field containing "no".
- Question 8: "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." with a text input field containing "Flyers and such".
- An "Upload File:" section with another file upload field containing "Testing document Rhinelander.pdf", "Browse", "Clear", and a "Confidential" checkbox.
- Question 9: "Describe any successes or barriers experienced to-date. Provide anecdotal examples, if possible." with a text input field containing "none".
- A checkbox: " 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."
- Auto-populated fields: "Name: Staci Wilk" and "Date: 05/06/2024".
- Buttons: "Save", "Preview", and "Submit".

A red arrow points to the "Submit" button.

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.



This screenshot is identical to the one above, showing the "Report" form with the same questions and auto-populated fields. In this version, a red arrow points to the "Preview" button.

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:

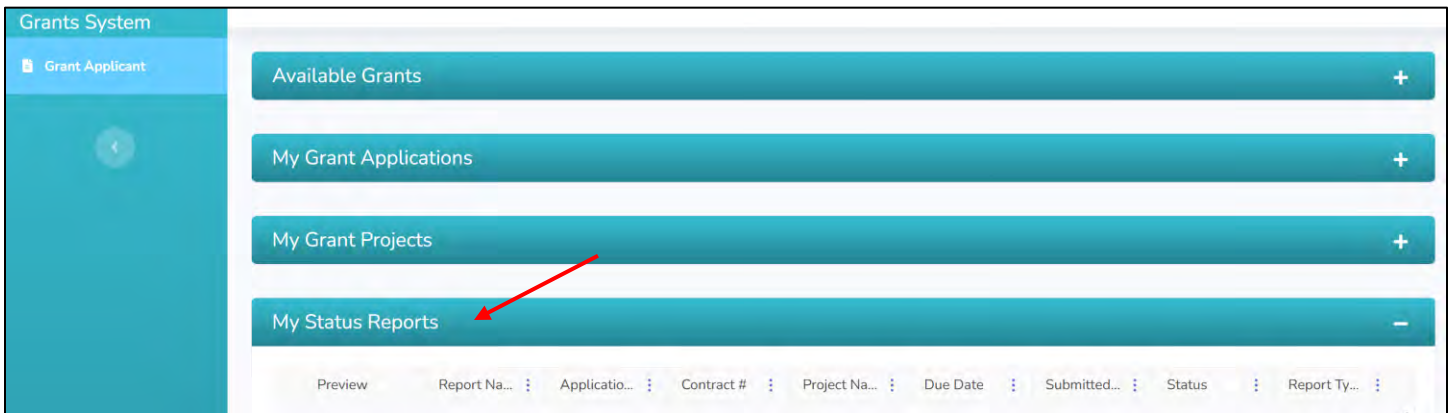
Courtesy Notification Type	Trigger	message	PSC Grant Staff notification
Recipient Notification - Your Status Report is Available	[Publish date] set by Grant Staff	<p>Subject: Your Project Status Report for [Report Name] is available</p> <p>Hello,</p> <p>Your report, [Report Name], is available. Please 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 delay in reimbursement payment or non-compliance measures. If you have already submitted your reports, please disregard this</p>	CC shared inbox for grant staff

		<p>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>	
<b>Courtesy Notification Type</b>	<b>Trigger</b>	<b>Message</b>	<b>PSC Grant Staff notification</b>
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

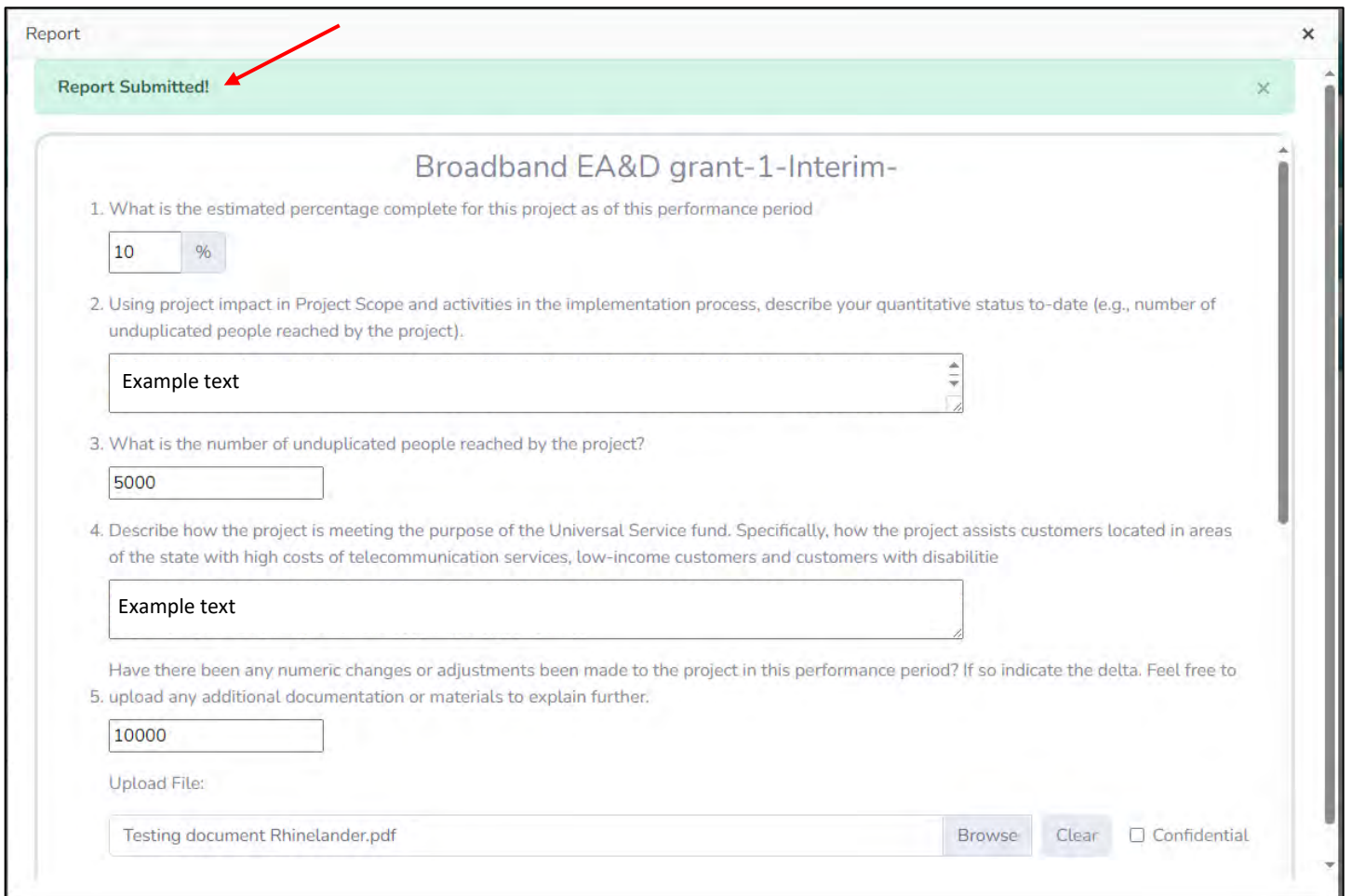
Courtesy Notification Type	Trigger	Message	PSC Grant Staff notification
Recipient Notification - When a report requires a cure	Anytime, system generated by Grant Manager	<p>Subject: Action Required - Request to cure for Project Status Report: [Report Name]</p> <p>Hello,</p> <p>The Public Service Commission 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.



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:

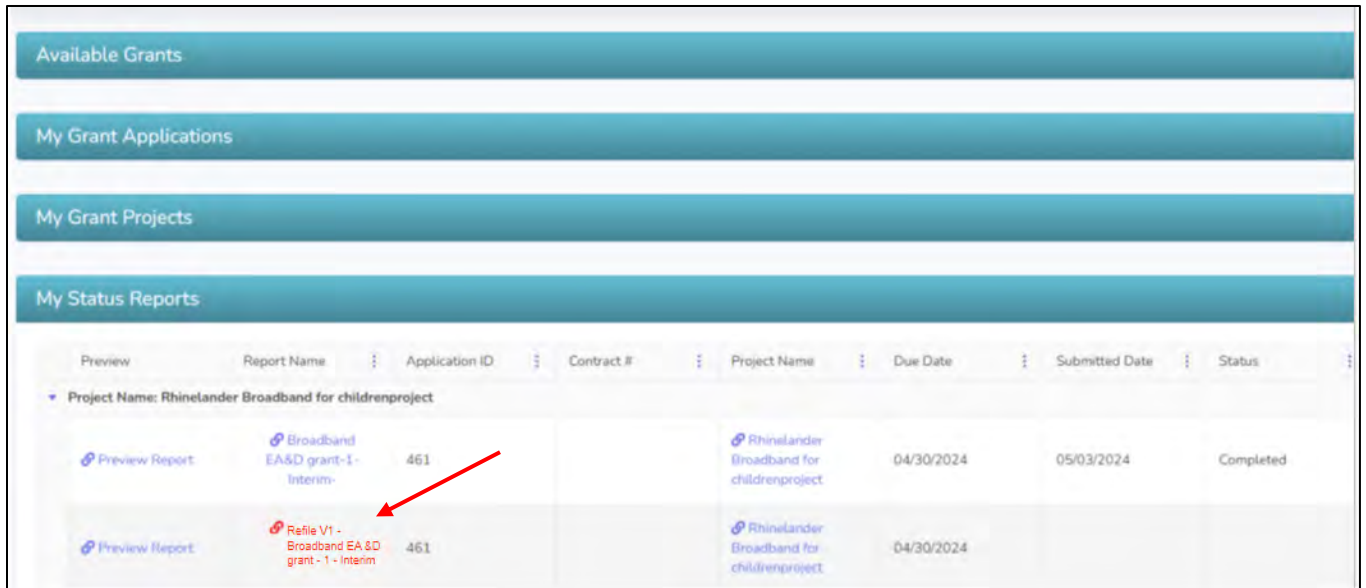


## Refiling a Status Report – Applicable for certain grants

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.

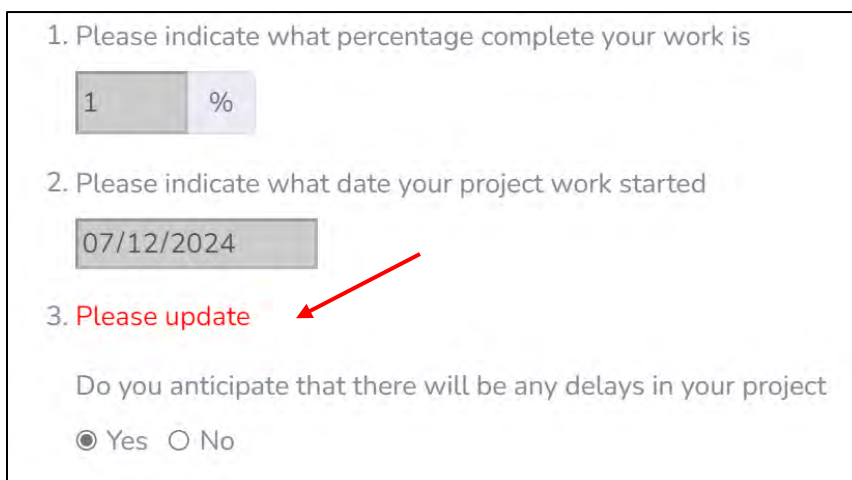
To complete this step:

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 and update the questions in red. 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.
4. Scroll to the bottom of the report and check the box to attest to the accuracy of the updated information.
5. 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 PSCBroadbandGrantReimbursment@wisconsin.gov.

Yes  No

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

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