

# Nonprofit Access Grant Project and Reimbursement Overview

July 26, 2022

Laura Fay and Alex Fortney

# Agenda


- Projects Overview
- Reimbursements

# PSC Grants System - Review

## What to know

- Applications were received in new grants system
- Projects will be managed in new grants system
- URL: <https://apps.psc.wi.gov/apps/grants>


# PSC Grants System – Home Page



Grants System

Grant Applicant

User Acceptance Testing

Alex Fortney 

### 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 ...	Application Due D...	Status
No items to display							

### 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
USF - Nonprofit	CLONE OF 2022 Nonprofit Access Program TEST	<a href="#">Alex Fortney Test</a>	Alex Fortney LLC	Submitted	07/21/2022 10:10:AM

### My Grant Projects

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


Grant Name	Project Name	Applicant Name
CLONE OF 2022 Nonprofit Access Program TEST	<a href="#">Alex Fortney Test</a>	Alex Fortney LLC

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# PSC Grants System – Projects Home Page





Grants System

Grant Applicant

User Acceptance Testing Alex Fortney

Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program TEST | Grant Year: 2022 | Project: Alex Fortney Test

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

### Grant Project Details

Grant ID *	17
Grant Name	CLONE OF 2022 Nonprofit Access Program TEST
Docket ID	5-NF-2022
Application ID *	52
Contract Number	Test 123456
STAR PO Number	ao-1234322
Grant Project ID *	3
Project Name *	Alex Fortney Test
Project Description *	An outstanding idea for a non-profit grant application
Grant Award Amount	\$50,000.00
Contribution Amount	\$50,000.00
Total Project Cost	\$100,000.00
Project Start Date *	07/21/2022
Project End Date *	07/21/2023
Reporting Frequency	Not Applicable
Final Report Required	No
Override Payment Cap Rule	No

### Applicant Detail

Applicant Legal Name *	Alex Fortney LLC
Applicant DBA Name	
Applicant Address *	5309 Flamingo Road
Applicant City *	Monona

# PSC Grants System – Project Pages



## Pages organized as tabs

1. Project Details
2. Contacts
3. Budget
4. Reimbursements
5. Uploads
6. Related Documents

# PSC Grants System – Details Page

## Grant Project Details

- High level project details
- Brought over from application
- Read only for applicants

### Grant Project Details

Grant ID *	17
Grant Name	CLONE OF 2022 Nonprofit Access Program TEST
Docket ID	5-NF-2022
Application ID *	52
Contract Number	Test 123456
STAR PO Number	ao-1234322
Grant Project ID *	3
Project Name *	Alex Fortney Test
Project Description *	An outstanding idea for a non-profit grant application
Grant Award Amount	\$50,000.00
Contribution Amount	\$50,000.00
Total Project Cost	\$100,000.00
Project Start Date *	07/21/2022
Project End Date *	07/21/2023
Reporting Frequency	Not Applicable
Final Report Required	No
Override Payment Cap Rule	No

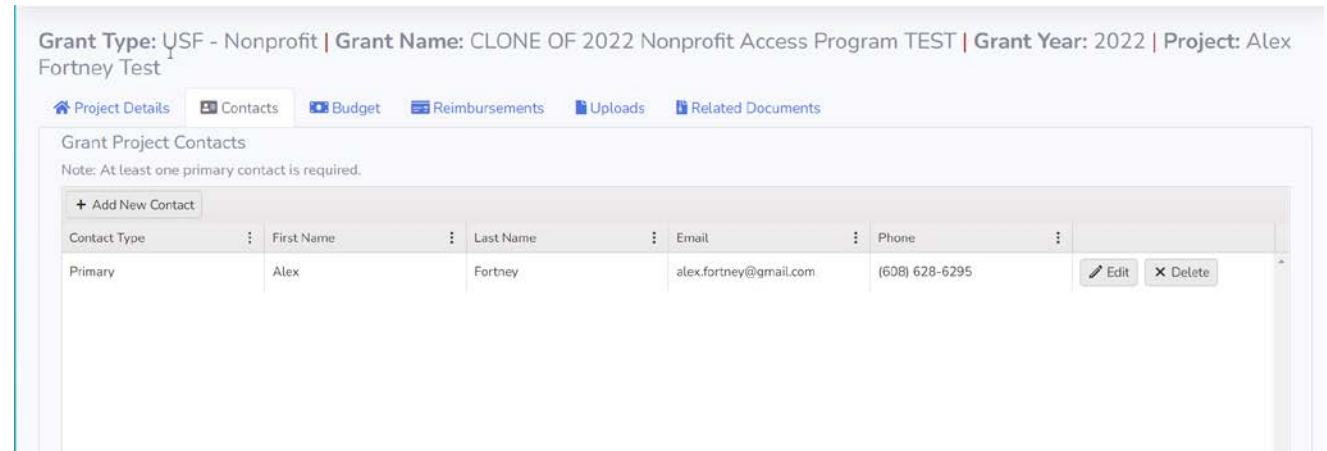
### Applicant Detail

Applicant Legal Name *	Alex Fortney LLC
Applicant DBA Name	
Applicant Address *	5309 Flamingo Road
Applicant City *	Monona
Applicant State *	WI
Applicant Zip *	53716
Applicant Phone *	6086286295
Applicant Phone Ext.	
Applicant Email *	alex.fortney@gmail.com
Applicant FEIN	123456789

# PSC Grants System – Contacts Page

## Contacts

- Can add additional contacts

A screenshot of the PSC Grants System interface showing the 'Contacts' page for a specific grant. The page header includes the grant details: 'Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program TEST | Grant Year: 2022 | Project: Alex Fortney Test'. Below the header is a navigation bar with tabs for 'Project Details', 'Contacts', 'Budget', 'Reimbursements', 'Uploads', and 'Related Documents'. The main content area is titled 'Grant Project Contacts' and contains a note: 'Note: At least one primary contact is required.' Below the note is a table with a header row and one data row. The header row has columns for 'Contact Type', 'First Name', 'Last Name', 'Email', and 'Phone'. The data row shows a 'Primary' contact for 'Alex Fortney' with the email 'alex.fortney@gmail.com' and phone number '(608) 628-6295'. There are 'Edit' and 'Delete' buttons for each contact entry.

Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program TEST | Grant Year: 2022 | Project: Alex Fortney Test

Project Details | **Contacts** | Budget | Reimbursements | Uploads | Related Documents

Grant Project Contacts

Note: At least one primary contact is required.

+ Add New Contact

Contact Type	First Name	Last Name	Email	Phone	
Primary	Alex	Fortney	alex.fortney@gmail.com	(608) 628-6295	Edit X Delete



# PSC Grants System – Budget Page

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

## Project Budget Detail

Budget Amendment on 07/21/2022

Budget Note: Original Budget

Budget Item	Award Amount	Pending	Approved	Available
<b>Grant Funds Requested</b>				
Contractual, Consultant fees	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Equipment - Non-Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00
Equipment - Telecommunications	\$20,000.00	\$5,000.00	\$0.00	\$15,000.00
Labor (Salary, Fringe)	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Rent / Occupancy	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Telecommunications Service	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00
<b>Subtotals:</b>	<b>\$50,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>

Match

# PSC Grants System – Budget Page

## Budget Adjustment vs. Budget Amendment

- Budget Adjustments = amount allowed within variance
- Budget Amendment requires formal process within PSC
- Both must start with your Grant Manager

# PSC Grants System – Reimbursements Page

Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program TEST | Grant Year: 2022 | Project: Alex Fortney Test

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

## Add Expenses

Add Expense for Single Budget Category

Add Expense for Multiple Budget Category

## Expense Status

Not Submitted

Submitted

Denied

Approved

Invoice Date	Vendor name	Invoice #	Grant Funds Requ...	Match	Budget Category	Status	
--------------	-------------	-----------	---------------------	-------	-----------------	--------	--

◀ 0 ▶

No items to display


# PSC Grants System – Reimbursements

## Single expense category

- All fields required, '0' is a valid input
- Budget categories – dropdown list
- Supporting documents required

Add Expense ×

Vendor Name \*

Invoice Date \*  
 

Invoice # \*

Budget Category \*

Grant Funds Requested \*

Match \*

Description \*

Maximum allowed file size is 4MB.

Save

# PSC Grants System – Reimbursements

## Multiple Expense Category

- Can group multiple expenses
- All fields required, '0' is a valid input
- Budget categories – Match project
- Supporting documents required

Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program Fortney Test

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

### Add Expense

Budget Category	Grant Funded	Match	Description
Contractual, Consultant fees			
Equipment - Non-Telecommunications			
Equipment - Telecommunications			
Labor (Salary, Fringe)			
Other			
Rent / Occupancy			
Supplies			
Telecommunications Service			
Training			

Vendor Name \*

Invoice Date \*

Invoice # \*

[Attach Supporting Document](#)

Maximum allowed file size is 4MB.

[Save](#)

# PSC Grants System – Approvals Process



## Process

- Reviewed, Approved by Grant Manager
- Reviewed, Approved by Fiscal
- As a user you won't see a reimbursement in Approved Status until process completed by Fiscal
  - This process may take several weeks depending on grant

# PSC Grants System – Reimbursement Status

Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program TEST | Grant Year: 2022 | Project: Alex Fortney Test

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

## Add Expenses

Add Expense for Single Budget Category

Add Expense for Multiple Budget Category

Reimbursements status

## Expense Status

Not Submitted Submitted Denied Approved

Invoice Date	Vendor name	Invoice #	Grant Funds Requ...	Match	Budget Category	Status	
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◀ 0 ▶

No items to display


# PSC Grants System – Reimbursement Status

[Project Details](#)
[Contacts](#)
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[Related Documents](#)

## Project Budget Detail

Budget Amendment on 07/21/2022  
Budget Note: Original Budget

Reimbursement Status



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Rent / Occupancy	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Telecommunications Service	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00
<b>Subtotals:</b>	<b>\$50,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>
<b>Match</b>				



# Contact Information

## **Laura Fay**

Universal Service Fund and Digital Equity Manager

Email: [Laura2.Fay@wisconsin.gov](mailto:Laura2.Fay@wisconsin.gov)

Web: <https://psc.wi.gov/Pages/Programs/NonProfitGrants.aspx>

For questions concerning the Commission's PSC Grants System

## **Alex Fortney**

IT Product Owner and Program Manager

[alex.fortney@wisconsin.gov](mailto:alex.fortney@wisconsin.gov).

Questions?