



FY22 ARPA Federal Broadband Grant Reimbursement Process

Sawyer Boldt, Federal Grants Specialist

Tiffany Yang, Federal Grants Specialist

PUBLIC SERVICE COMMISSION OF WISCONSIN

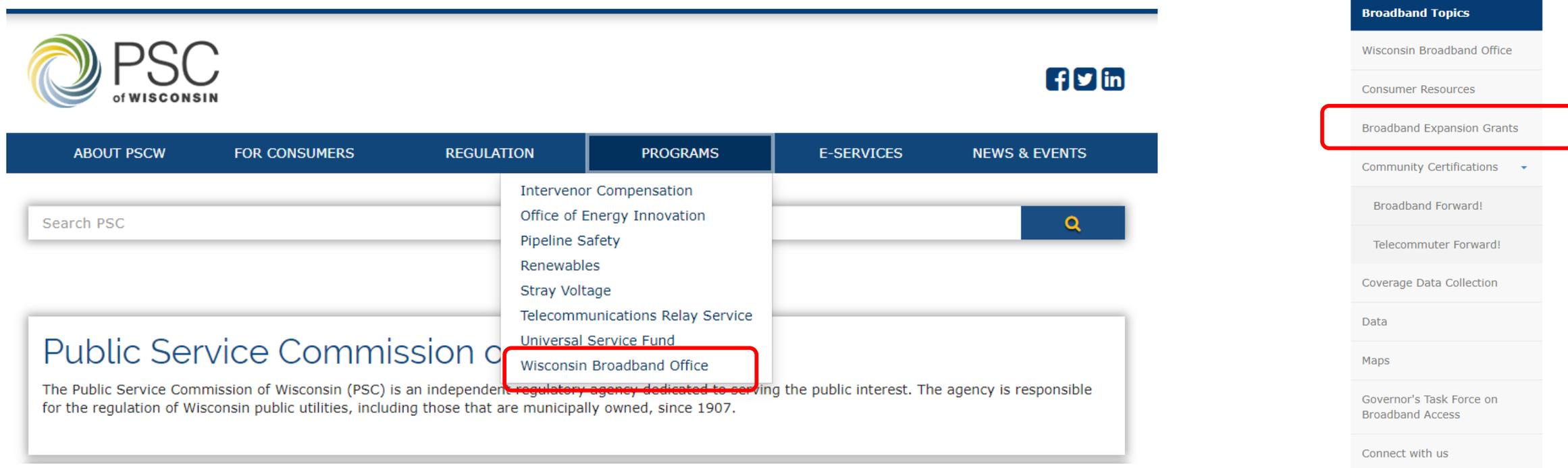
Goals & Topics for Today

- Requirements & Overview
- Payment Request Form & Support Documentation
- Confidentiality & Open Records
- Submitting Your Request
- Payment

Wisconsin Broadband Office Webpage

- Find us on the PSC's website at psc.wi.gov under:

Programs → Wisconsin Broadband Office → Broadband Expansion Grants
→ Resources for Current Federal Broadband Grant Recipients



The screenshot displays the PSC of Wisconsin website. The top left features the PSC logo. A navigation bar includes links for ABOUT PSCW, FOR CONSUMERS, REGULATION, PROGRAMS, E-SERVICES, and NEWS & EVENTS. The PROGRAMS menu is open, listing various services, with 'Wisconsin Broadband Office' highlighted in a red box. A search bar is located below the navigation. On the right, a sidebar titled 'Broadband Topics' lists various resources, with 'Broadband Expansion Grants' highlighted in a red box. Below the navigation bar, a search bar is visible with the text 'Search PSC' and a magnifying glass icon. The main content area features the text 'Public Service Commission of Wisconsin' and a paragraph describing the PSC's role as an independent regulatory agency.

Process Requirements & Overview

- Submit FY22 ARPA Reimbursement Request Form
 - With support documentation
 - Limited to **four** requests per year (one per FY quarter)
- Your Grant Agreement contains details
- Progress Status Report filing must be up-to-date
- PSCFederalBroadbandGrantReimbursement@Wisconsin.gov

PSC's Obligation is to Maintain Program Integrity

Project Status Reports

- No complete timeline for status reports, will be quarterly
- We anticipate needing information from subrecipients for the June quarterly report, which will tentatively be due in May (TBD)
- We hope to have reporting forms out soon
- Reimbursements will be dependent on timely progress reports



Reimbursement Request Form

- Use updated reimbursement form for all FY22 ARPA grants
- ARPA FY22 is an Excel workbook with one visible sheet
- The form utilizes Macros to group categories together
 - Might need to save without Macros depending on security settings

Reimbursement Request Form



Please complete this form using Microsoft Excel. To submit this form, email the form to the appropriate email address with your supporting documentation. By submitting this form, you certify that the expenses included in the request are consistent with the grant award approved by the Commission, relate to the approved project, are properly supported, and in compliance with all terms included in the Grant Agreement between PSC and Recipient.

Section 1: Project Identifiers

Recipient	Grant Code	P.O.
Project	ERF Ref#	Award UID

Section 2: Summary

#	Final (Y/N)	Request	Adjustment *	Payment	Balance
1	No	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -

* Adjustments					
#	Deduction	Match Hold	Final Hold	Hold Total	Adjustment
1	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

Section 3: Line Detail

Fund Type	Budget	New Expense	To-Date	Balance	
Line Total					
Grant	\$ -	\$ -	\$ -	\$ -	
Match	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Line 1: Contractual, Consultant Fees <i>Support: Invoice</i>					
Grant	Grant	\$ -	\$ -	\$ -	
	<i>Budget</i>		<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>
	Supporting Documentation:				
	RR #	Invoice #:	Invoice Date:	Description:	Expense:
	Insert new rows above this row as needed and do not use this row				
Match	Match	\$ -	\$ -	\$ -	
	<i>Budget</i>		<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>
	Supporting Documentation:				
	RR #	Invoice #:	Invoice Date:	Description:	Expense:
	Insert new rows above this row as needed and do not use this row				
Total	\$ -	\$ -	\$ -	\$ -	

Section 1: Project Identifiers

- **Do not** change anything in this section

Section 1: Project Identifiers		
Recipient	Grant Code	P.O.
Project	ERF Ref#	Award UID
Broadband Company, LLC	ARPA.2022	516
Town of Fiberville	# 999888	984

Section 2: Summary

Section 2: Summary						
#	Final (Y/N)	Request	Adjustment *	Payment	Balance	
1		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
* Adjustments						
#	Deduction	Match Hold	Final Hold	Hold Total	Adjustment	
1	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	

- Request amount
- Adjustments
- Payment for this request
- Balance after the request
- The only part you need to complete here is the “Final Y/N” box.

Section 3: Line Detail

Section 3: Line Detail					
Fund Type	Budget	New Expense	To-Date	Balance	
Line Total					
Grant	\$ -	\$ -	\$ -	\$ -	
Match	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	\$ -	
Line 1: Contractual, Consultant Fees					<i>Support: Invoice</i>
Grant	Grant	\$ -	\$ -	\$ -	\$ -
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>	
	Supporting Documentation:				
	RR #	Invoice #:	Invoice Date:	Description:	Expense:
Insert new rows above this row as needed and do not use this row					
Match	Match	\$ -	\$ -	\$ -	\$ -
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>	
	Supporting Documentation:				
	RR #	Invoice #:	Invoice Date:	Description:	Expense:
Insert new rows above this row as needed and do not use this row					
Total	\$ -	\$ -	\$ -	\$ -	

- Split into 7 different budget categories
- Entries vary by category
- You do NOT need to split every invoice between grant funds and matching funds
- Commission Order overwrites application
- [Federal Budget Categories sheet](#)

Section 3: Line Detail

Section 3: Line Detail						
Fund Type	Budget	New Expense	To-Date	Balance		
Line Total						
Grant	\$ -	\$ -	\$ -	\$ -		
Match	\$ -	\$ -	\$ -	\$ -		
Total	\$ -	\$ -	\$ -	\$ -		
Line 1: Contractual, Consultant Fees <i>Support: Invoice</i>						
Grant		\$ -	\$ -	\$ -		
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>		
Supporting Documentation:						
	RR #	Invoice #:	Invoice Date:	Description:	Expense:	
Grant						
Insert new rows above this row as needed and do not use this row						
Match		\$ -	\$ -	\$ -		
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>		
Supporting Documentation:						
	RR #	Invoice #:	Invoice Date:	Description:	Expense:	
Match						
Insert new rows above this row as needed and do not use this row						
Total	\$ -	\$ -	\$ -	\$ -		

Labor

Line 4: Labor (Salary, Fringe)					Support: Labor
Grant	Grant	\$ -	\$ -	\$ -	
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>	
	Supporting Documentation:				
	RR #	Hours:	Rate:	Class:	Expense
Insert new rows above this row as needed and do not use this row					
Match	Match	\$ -	\$ -	\$ -	
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>	
	Supporting Documentation:				
	RR #	Hours:	Rate:	Class:	Expense
Insert new rows above this row as needed and do not use this row					
Total	\$ -	\$ -	\$ -	\$ -	

Permitting, Licensing Fees

Line 5: Permitting, Licensing Fees					Support: Permits
Grant	Grant	\$ -	\$ -	\$ -	
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>	
	Supporting Documentation:				
	RR #	Permit #	Permit Date	Granting Entity	Expense
Insert new rows above this row as needed and do not use this row					
Match	Match	\$ -	\$ -	\$ -	
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>	
	Supporting Documentation:				
	RR #	Permit #	Permit Date	Granting Entity	Expense
Insert new rows above this row as needed and do not use this row					
Total	\$ -	\$ -	\$ -	\$ -	

Warnings

While completing your form, a field may highlight yellow. If so, you have triggered a form warning that may need investigation. Below is a list of possible warnings:

- **Invoice #:** The invoice may have been entered more than once.
- **Invoice Date:** The invoice may be out of date of the payable range. For example, an expense was incurred before your project was awarded.
- **Balance:** Your budget has been greatly exceeded and a grant amendment may be needed before payment can be made.

Please attempt to resolve all warnings before submitting your Reimbursement Request as warnings may delay your reimbursement.

An Example

Section 3: Line Detail					
Fund Type	Budget	New Expense	To-Date	Balance	
Line Total					
Grant	\$ 500.00	\$ 10,000.00	\$ 10,000.00	\$ (9,500.00)	
Match	\$ -	\$ -	\$ -	\$ -	
Total	\$ 500.00	\$ 10,000.00	\$ 10,000.00	\$ (9,500.00)	
Line 1: Contractual, Consultant Fees <i>Support: Invoice</i>					
Grant	\$ 500.00	\$ 10,000.00	\$ 10,000.00	\$ (9,500.00)	
	<i>Budget</i>	<i>New Expense</i>	<i>To-Date</i>	<i>Balance</i>	
Supporting Documentation:					
RR #	Invoice #:	Invoice Date:	Description:	Expense:	
1	123	2/14/2021	Stuff	\$ 10,000.00	
Insert new rows above this row as needed and do not use this row					

Support Documentation

- **Grant Agreement specifies eligible costs and document requirements**
 - Receipts/Invoices
 - Employee labor
 - Expenses that do not fall into the above
 - Send as PDF attachments
- **Costs are eligible if they are incurred between the date the Commission Order was issued (November 5, 2021) and December 31, 2024**
 - Expenditures of materials, community planning, and pre-engineering incurred after March 3, 2021, but before the Commission Order may also be eligible
- **Be prepared to explain components used in labor rates and how inventory is valued & rotated and furnish labor details & invoices as requested.**
- Have a spreadsheet? Send the Excel file.

Submitting Your Payment Requests

- Email to PSCFederalBroadbandGrantReimbursement@wisconsin.gov
- Email “Subject” line, please identify:
 - Reimbursement Request #
 - Agency Name
 - Project Name
 - **Example: RR 1, Agency Name, Project Name**
- Maximum email size is 30 MB
- New Reimbursement Requests are acknowledged upon receipt

Maximum of one request per FY quarter

Confidentiality & Open Records

- Wisc. Stat. 19.31 provides for transparency in government
- Confidentiality Request Form

Process Matters – Use the Confidentiality Request Form

Requesting Confidentiality

- Submit a Confidentiality Request Form (find on [webpage](https://www.psc.wisconsin.gov) PSC.WI.GOV)
- Flag your email as confidential
 - **Visual alert only**, does not protect your information
- Payment Request Form
 - Subject to open records
 - Don't list granular information that is personal or trade secret
 - Complete using high-level information
 - Attach granular support documentation and declare it confidential via Confidentiality Request Form

Amendments

- Scope & significant budget changes require an amendment to the grant Agreement
 - Any transfer of funds among cost categories, direct or indirect, that exceed or are expected to exceed 20 percent of the total project cost
- When you think you need an amendment, email the shared federal box PSCFederalBroadbandGrantReimbursement@Wisconsin.gov. Please list your Organization_Project Name_Amendment in the subject line

Amendments must be in place before payments can be made.

Payment

- Upon authorization by Broadband staff
 - Fiscal staff processes and authorizes funds to be released
 - Funds are released by the Department of Administration (DOA)
 - DOA may hold funds up to 30 days from the PSC received date
 - Up to 80% of grant funds can be paid out before project is completed, final project status report has been filed and final PSC program review completed
- Contact PSCFiscalMail@wisconsin.gov for State's Approved ACH Form



Connect With Us

- Contact us any time about reimbursements or with questions via email at:
 - PSCFederalBroadbandGrantReimbursement@Wisconsin.gov
- Find Mapping resources
<https://psc.wi.gov/Pages/Programs/BroadbandMaps.aspx>
- Other broadband grant resources and contacts
<https://psc.wi.gov/Pages/Programs/BroadbandGrants.aspx>



FY22 ARPA Federal Broadband Grant Reimbursement Process

Sawyer Boldt, Federal Grants Specialist

Tiffany Yang, Federal Grants Specialist

PUBLIC SERVICE COMMISSION OF WISCONSIN