

OVERVIEW AND BUDGET REFERENCE

BEAD Local Planning Grant Program

Public Service Commission of Wisconsin, Docket 5-BP-2023

Overview

Entities that have opted-in to the BEAD Local Planning Grant Program will need to submit a grant application and a placeholder budget to be used until a final budget is developed. This grant application and placeholder budget will be due on May 1, 2023 at 1:30pm. A final budget will be due June 19, 2023. The simple grant application must be submitted using the PSC's online Grants System. Entities are not re-applying, but rather submitting their grant plan and placeholder budget using the PSC Grants System, which is used for grant management and reimbursement.

This document provides information on the budget categories that entities should utilize when drafting their grant plan and budget. Additionally, this document provides allowable *categories* of activities that funding may be used on, as well as *specific allowable activities* that may be proposed in a budget and grant plan.

Performance Period or Term of Agreement and Key Deliverables

The performance period for the funding is two years. The performance period is the Commission Order date of February 1, 2023 through May 1, 2025

Some initial deliverables submitted via an interim report related to ongoing planning progress will be due to PSC by June 19, 2023. For entities that submit a placeholder budget, a detailed budget will also be due at this time. Deliverables will be submitted by the grant signatory.

The Commission recognizes that ongoing planning is expected after June 19, 2023. Any initial deliverables provided by June 19, 2023 will be aggregated as part of the Wisconsin Five-Year Plan and/or Wisconsin Digital Equity and Inclusion Plan.

By June 19, 2023, it will be expected that each grant signatory will have:

1. convened an initial planning group or provide documentation of meetings of an existing group.
2. began outreach to stakeholders in their community and/or region related to broadband planning.
3. identified a preliminary regional broadband vision and draft goals.
4. identified key barriers and opportunities related to Internet for All in their community and/or region.
5. and submitted a detailed budget by cost category.

Submitting an already complete and active broadband plan or plans to meet initial deliverable requirements is allowable and welcome.

Throughout the duration of the performance period, program reporting will include both interim and final reports. This will largely be related to the signatory's progress towards their proposed and Commission approved deliverables in their grant plan.

Budget/Financial Information and Costs

The following cost categories will be allowable. These categories are further explained in the table below.

- Contract, Consultant fees
- Labor (salary and fringe)
- Training
- Travel
- Supplies
- Other

Your budget must connect to the activities in the scope of work as proposed by the applicant and approved by the Commission.

The Commission will not ask for any matching or in-kind funding.

The funds will not be allowed to purchase equipment.

The funds will not be allowed to be used as match for any projects to construct broadband infrastructure.

Funding will be provided on a reimbursement basis and consistent with documentation of actually paid costs.

The Commission will be responsible for reporting to federal entities related to financial expenses and program activities.

Refer to the forthcoming grant agreements for specific federal requirements.

The Code of Federal Regulations, 2 CFR 200 will apply.

Allowable categories of activities under federal BEAD planning funding:

- Research and data collection, including initial identification of unserved locations and underserved locations consistent with the rules, regulations, and processes the Federal Communications Commission has established for making these determinations in the Broadband DATA Maps.
- Publications, outreach, and communications support related to broadband and digital equity planning.
- Providing technical assistance to potential subgrantees (i.e. providers and communities), including through workshops and events; that support the development of the state 5-year action plan.
- Training for employees of political subdivisions of Wisconsin, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program.
- Asset mapping across the county and/or region to catalogue broadband adoption, affordability, equity, access and deployment activities occurring within Wisconsin.

- Conducting surveys of unserved, underserved, and underrepresented communities to better understand barriers to internet adoption.
- Costs associated with meeting the local coordination requirements including capacity building at the local and regional levels or contracted support.

Examples of allowable activities that may be proposed by BEAD

Local Planning Sub-awardees:

- Conduct outreach to improve and challenge the National Broadband Map.
- Hire new staff or allocate existing staff time to broadband planning; including but not limited to embedding broadband into regional and economic plans, or other community planning activities.
- Allocate staff time to participate in technical assistance workshops or webinars.
- Convening industry stakeholders to identify strategies related to financing broadband or preparing workforce.
- Hire or allocate staff to refine or review permitting processes related to broadband deployment.
- Training staff, elected officials, or local broadband champions to improve their knowledge of broadband, internet adoption, or federal grant administration.
- Host and document event(s) to discuss broadband and barriers to adoption.
- Purchase software licenses or data (mapping software, speed-tests) related to broadband planning, permitting, or adoption.
- Conduct surveys or promote existing surveys of citizens on their broadband needs and barriers.
- Hire or allocate staff time to perform analyses of the survey results, state and federal maps, data, and existing resources related to broadband adoption.
- Send flyers advertising broadband listening sessions and digital equity events.
- Hosting meetings with potential internet service provider partners.
- Get outreach materials translated into other languages.
- Hire translators and/or interpreters and/or childcare providers to support Wisconsinites' participation in planning meetings.
- Create models for best practice public private partnerships for broadband deployment.

Any other activities proposed by the applicant that are allowable by the funding and approved by the Commission.

BUDGET CATEGORIES REFERENCE

BEAD Local Planning Grant Program

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Contractual, Consultant Fees

All project expenses for work performed by a third-party contractor. A third-party contractor is any entity that is not a signatory to the grant agreement.

Examples: research and data collection, asset mapping, convening stakeholders, publications, outreach, and communications support, etc. Any materials supplied by a third-party contractor should be included here.

Labor (Salary, Fringe)

Actual labor expenses, including fringe benefits, of the signatory. This category is limited to direct personnel expenses only.

Training

Training staff, elected officials, local broadband champions, and/or related staffing capacity to effectuate the goals of the BEAD Program.

Travel

Signatory's travel expenses related to the scope of the project.

Supplies

Examples: food, event space, postage, printing of outreach materials, technology for staff, software licensing, etc.

Note: funds are not allowed to purchase equipment.

Other

Other expenses not specified above. Please provide details in the notes.

When creating a placeholder budget, please put the full grant amount in this category.

NOTE: “Eligible Costs” means those costs which are: (1) not covered by any other federal or state funding; (2) subject to audit by the Commission; (3) directly attributable to activities identified in a recipient’s grant agreement; (4) identified in a recipient’s grant agreement, subject to any amendments to the grant agreement; and (5) incurred between the date of the Commission’s written Order—which officially awards grant funds to a recipient—and the end of the Performance Period defined in the grant agreement, as may be amended.

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