



**Capital Projects Fund
Broadband Infrastructure Grant Program
5-CPF-2023**

Quarterly Reporting

**Robbie Dailey
June 27, 2024**

✓ **Learn about reporting requirements and how to submit quarterly reports in the Grants System**

WHO	This webinar is intended to inform Grantees
WHAT	The process for completing required CPF grant project quarterly reporting
WHERE	Quarterly reporting will be done the PSC Grants System
WHEN	Initial, quarterly, final, post-close
WHY	Tracking provides insights and accountability to rules/regs (ARPA-CPF) associated with federal funds

Reporting Overview

Quarterly Reporting

- What type of information is gathered?
- Who is it shared with? And why?
- When are Quarterly Reports DUE?
- What are common issues?
- Where/How do I submit a Quarterly Report?

Reporting in the Grants System

- Step-by-step process
- Question Types

Section 3 – Recap, Resources

Acronyms

CPF = Capital Projects Fund

GMS = Grants Management System

ERF = Electronic Records Filing

GA = Grant Agreement

GS = Grants Specialist



Reporting Overview

Reporting Overview



There are several reports and forms that are required to be completed by the CPF grantee related to the CPF Infrastructure project.

Report Type	Where, When	Report/Requirement	Description
Initial Requirements	Where: via email; PSC grants specialist will email with appropriate forms and instructions for completing initial requirements When: after grant agreement is executed; before reimbursements can be dispersed	Attestation of Compliance	A form to be signed and returned attesting to (1.) Authorization to transact business, (2.) One-call & diggers Hotline, and (3.) OSHA
		Affirmative Action	Specific forms required by Wisconsin Dept. Of Administration related to Affirmative action.
		Intake Questionnaire	Eighteen question form to be completed by grantee to provide general information.
Quarterly Reporting	Where: PSC Grants System > Reporting Tab When: Quarterly reports are due on the 10th (or 9th) of the month following a quarter's end.	Quarterly Status Report	A questionnaire report providing general project status updates/information.
Other	Where: Email OR PSC Grants System When: Intermittently	Various	Various occasional requirements (ex. Expired UEID, ACP enrollment, etc.)
Final Reporting	Where: PSC Grants System > Reporting Tab When: Final reports are due within 30 days of project completion.	Final Status Report	A questionnaire report providing final project status update/information.
		Geospatial Data	An excel document listing all Broadband Serviceable Locations that were served by the project.
		Other	Other general reports/requirements may be requested (ex. PR materials, testimonials, etc.)
Post-Award Reporting	Where: PSC Grants System > Reporting Tab When: once annually	Post-Award Report	A questionnaire report providing general program outcomes.
		Other	Other general reports/requirements may be requested (ex. PR materials, testimonials, etc.)

**Other reports may be required occasionally (based on changes to federal or state requirements)



Quarterly Reporting

What type of information is gathered on a quarterly report?

- General project information
 - ✓ Construction start date (estimated/actual)
 - ✓ Completion percentage
 - ✓ Construction completion date (estimated/actual)
 - ✓ Initiation of operations (estimated/actual)
 - ✓ Any hurdles/delays the project is encountering
 - ✓ New subcontractors since last report
- Other Information
 - ✓ Third-party contributions received for the project
 - ✓ Information requested on quarterly reports may change over time

Quarterly reporting questions may be added or changed over time

Review questions carefully

Quarterly Reporting

Who is the information shared with?



Public Service Commission
The pass-through entity; to monitor progress and keep projects on track to complete on time



Wisconsin Dept. of Administration
The recipient of the federal dollars who has specific reporting requirements to The Treasury.



US Department of the Treasury
The federal administrator of the CPF grant program



The public (via ERF)
Quarterly reports are posted to 5-CPF-2023 ERF docket

Why? To track progress, ensure timely outcomes, Federal/State/PSC requirements

Quarterly Reporting

When are Quarterly Reports DUE?

Year	Quarter	Period Covered	Due to PSC
2024	Q2	April 1 - June 30	July 10, 2024
	Q3	July 1 - September 30	October 10, 2024
	Q4	October 1 - December 31	January 10, 2025
2025	Q1	January 1 - March 31	April 10, 2025
	Q2	April 1 - June 30	July 10, 2025
	Q3	July 1 - September 30	October 10, 2025
	Q4	October 1 - December 31	January 9, 2026
2026	Q1	January 1 - March 31	April 10, 2026
	Q2	April 1 - June 30	July 10, 2026
	Q3	July 1- September 30	October 9, 2026
	Q4	TBD	TBD
Final Report		End of Project*	Within 30 Days of Project Completion

- ✓ Quarterly reports are due on the 10th (or 9th) of the month following a quarter's end.
- ✓ Final reports are due within 30 days of project completion
 - Project completion = when all locations listed in projects scope can be receive service (within 10 days)
 - Access to final reports will be provided upon request (i.e. request final reporting documents when you are nearing project completion)

What are common issues when completing quarterly reports?

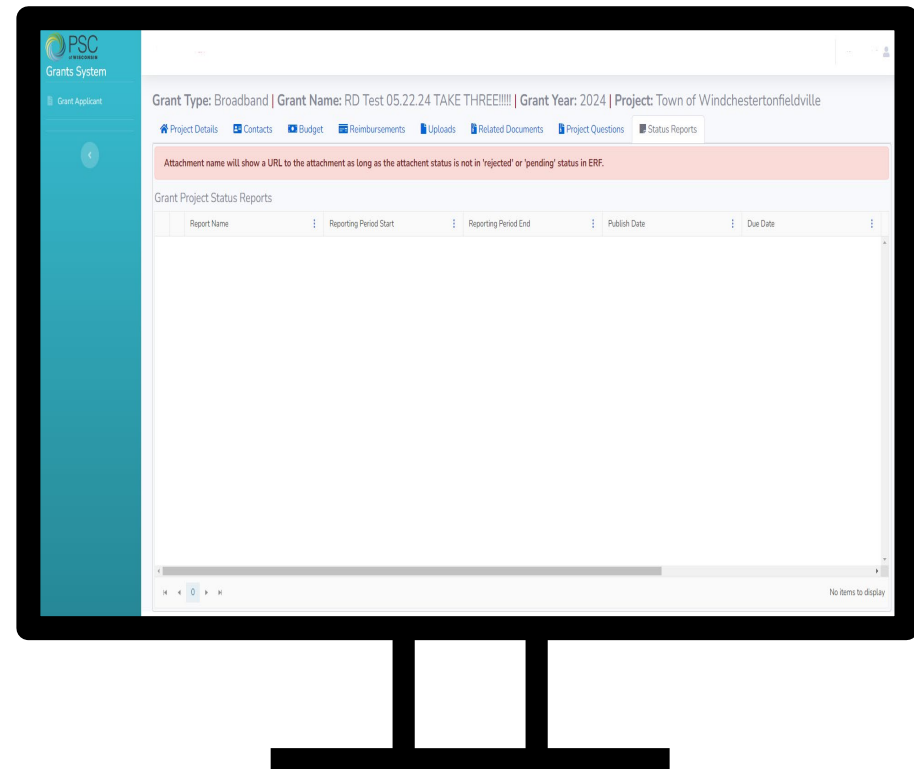
- Entering the correct dates
- Knowing the definitions surrounding the dates
 - Construction start date = the date that construction of the fiber infrastructure commenced (or is estimated to commence in the future).
 - Construction completion date = A project's construction is considered complete once all construction is finished and service is available to all Broadband Serviceable Locations identified in the project's scope.

Where/How do I submit a quarterly report?

Quarterly Reports are:

- accessed
- completed
- submitted

in the PSC's Grants Management System





Reporting In the Grants System

Reporting in the Grants System

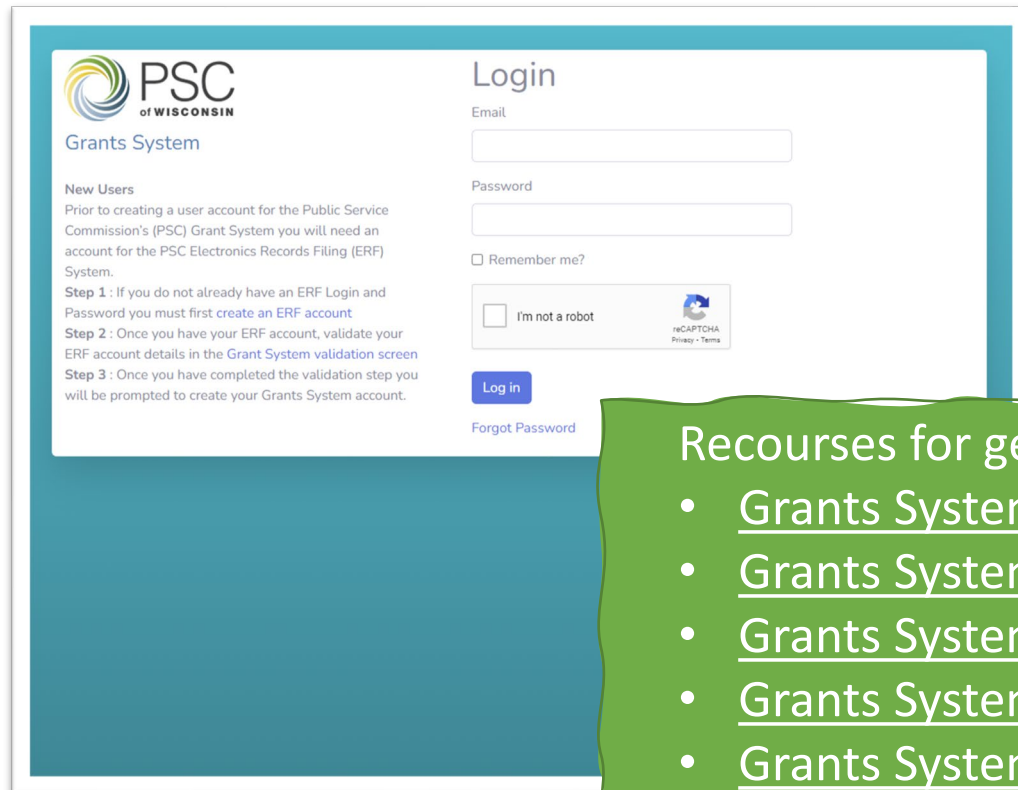
Step-by-Step: 1. Login to GMS

Login Page:

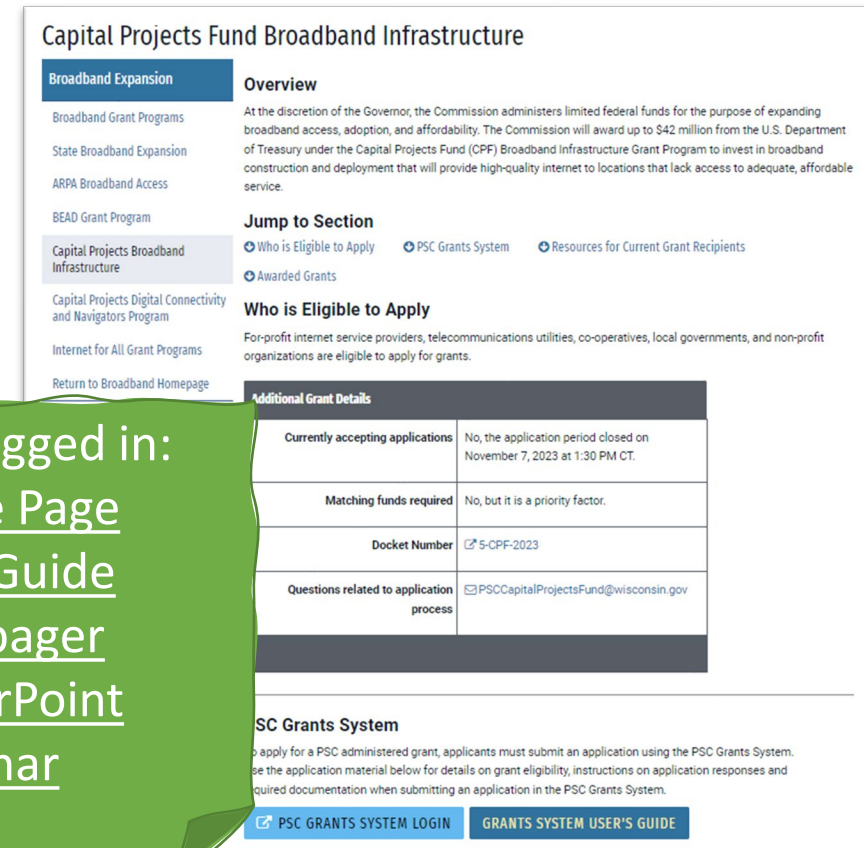
<https://apps.psc.wi.gov/apps/grants/Account/Login?ReturnUrl=%2Fapps%2Fgrants>

CPF-Infrastructure Webpage:

<https://apps.psc.wi.gov/apps/grants/Account/Login?ReturnUrl=%2Fapps%2Fgrants>



The screenshot shows the login page for the PSC Grants System. It features the PSC of Wisconsin logo and the text "Grants System". There are instructions for new users and a three-step process for logging in. The login form includes fields for Email and Password, a "Remember me?" checkbox, a CAPTCHA, and a "Log in" button. A "Forgot Password" link is also present.



The screenshot shows the "Capital Projects Fund Broadband Infrastructure" webpage. It includes a navigation menu with options like "Broadband Expansion", "State Broadband Expansion", and "Capital Projects Broadband Infrastructure". The main content area has an "Overview" section, a "Jump to Section" menu, and a "Who is Eligible to Apply" section. At the bottom, there is a table with "Additional Grant Details" and a "PSC Grants System" section.

Additional Grant Details	
Currently accepting applications	No, the application period closed on November 7, 2023 at 1:30 PM CT.
Matching funds required	No, but it is a priority factor.
Docket Number	5-CPF-2023
Questions related to application process	PSCCapitalProjectsFund@wisconsin.gov

Recourses for getting logged in:

- [Grants System Home Page](#)
- [Grants System User Guide](#)
- [Grants System One-pager](#)
- [Grants System PowerPoint](#)
- [Grants System Webinar](#)

Reporting in the Grants System

Step-by-Step: 2. Navigate to the Report in the “My Status Reports” section

Click on the “My Status Reports” bar to expand the section

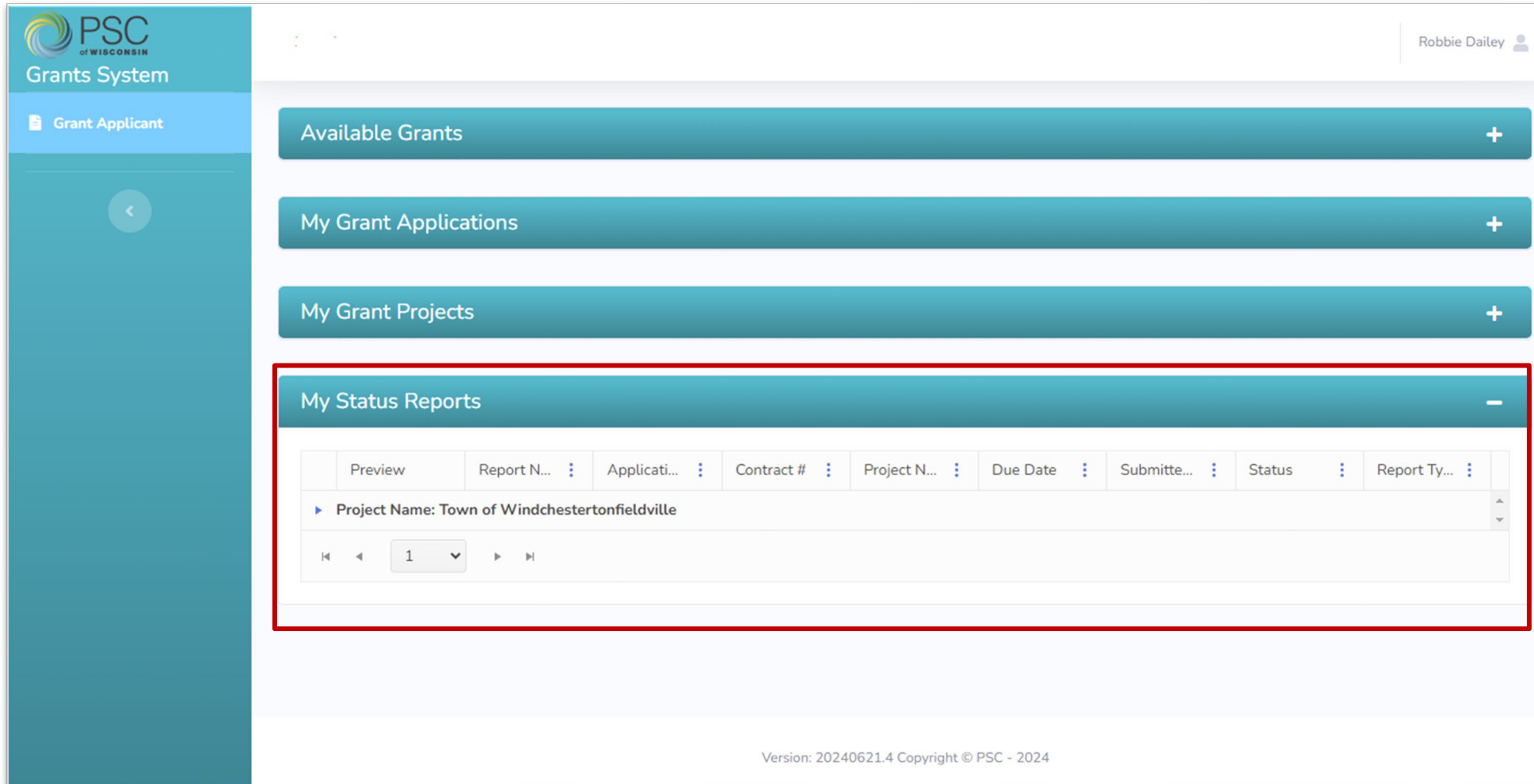


The screenshot displays the PSC Grants System interface. The left sidebar contains the PSC of WISCONSIN logo, the text 'Grants System', and a 'Grant Applicant' button. The main content area shows a list of four expandable menu items: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'My Status Reports' item is highlighted with a red border, and a red arrow points to it from the right. The user's name 'Robbie Dailey' is visible in the top right corner. At the bottom, the version number '20240621.4' and copyright information 'Copyright © PSC - 2024' are displayed.

Reporting in the Grants System

Step-by-Step: 2. Open the “My Status Reports” section

Find and click on the project you are completing the report for.

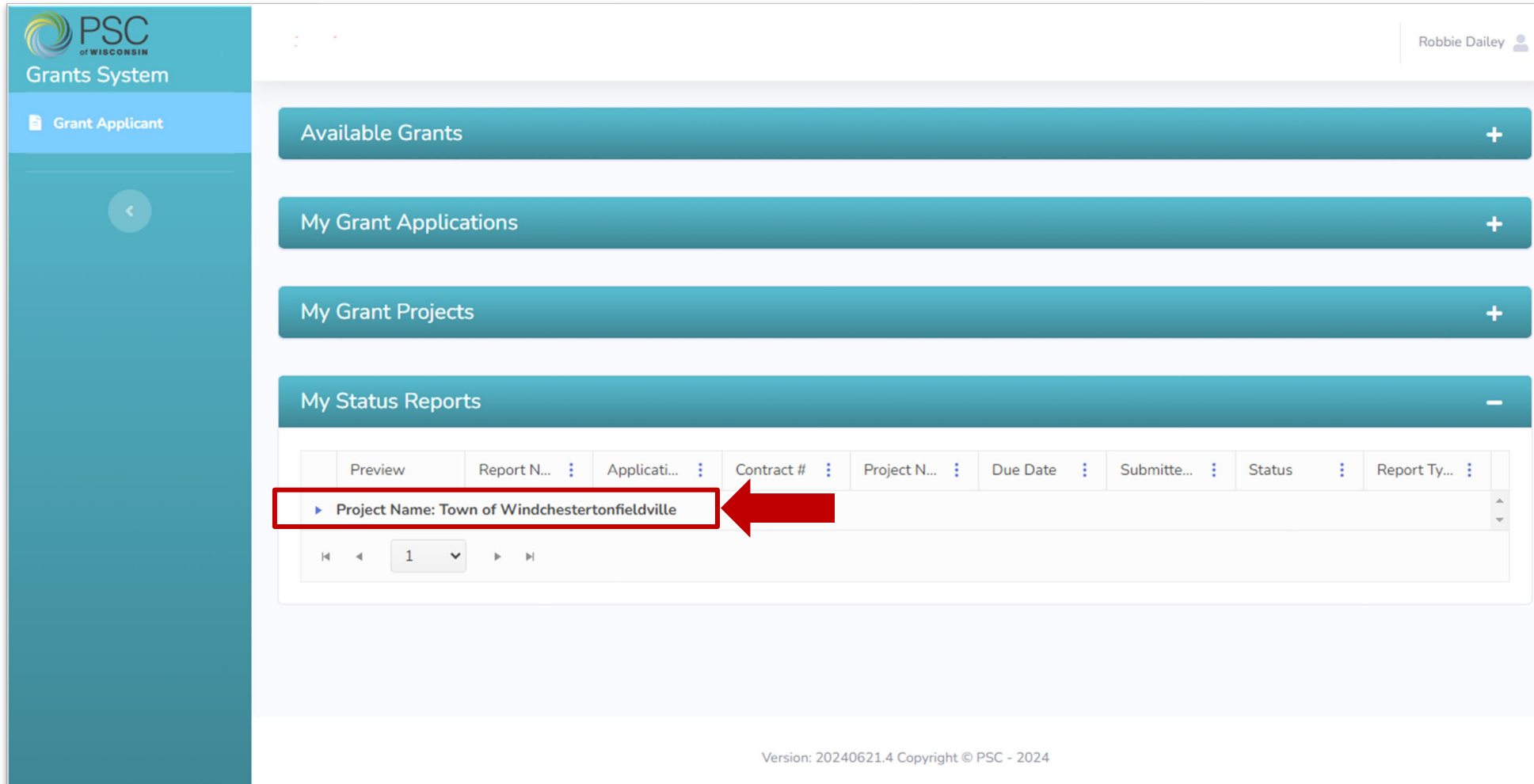


The screenshot displays the PSC Grants System interface. The left sidebar contains the PSC of Wisconsin logo and the text 'Grants System', with a 'Grant Applicant' button. The main content area features a vertical list of menu items: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'My Status Reports' item is highlighted with a red box, and a red arrow points to it from the right. Below this menu item, a table is visible with columns for 'Preview', 'Report N...', 'Applicati...', 'Contract #', 'Project N...', 'Due Date', 'Submitte...', 'Status', and 'Report Ty...'. The first row of the table shows 'Project Name: Town of Windchestertonfieldville'. Below the table, there are navigation controls including a page number '1' and arrows for navigation. The footer of the page includes the text 'Version: 20240621.4 Copyright © PSC - 2024' and the 'Wisconsin Broadband Office' logo.

Reporting in the Grants System

Step-by-Step: 2. Open the “My Status Reports” section

Find and click on the project you are completing the report for.

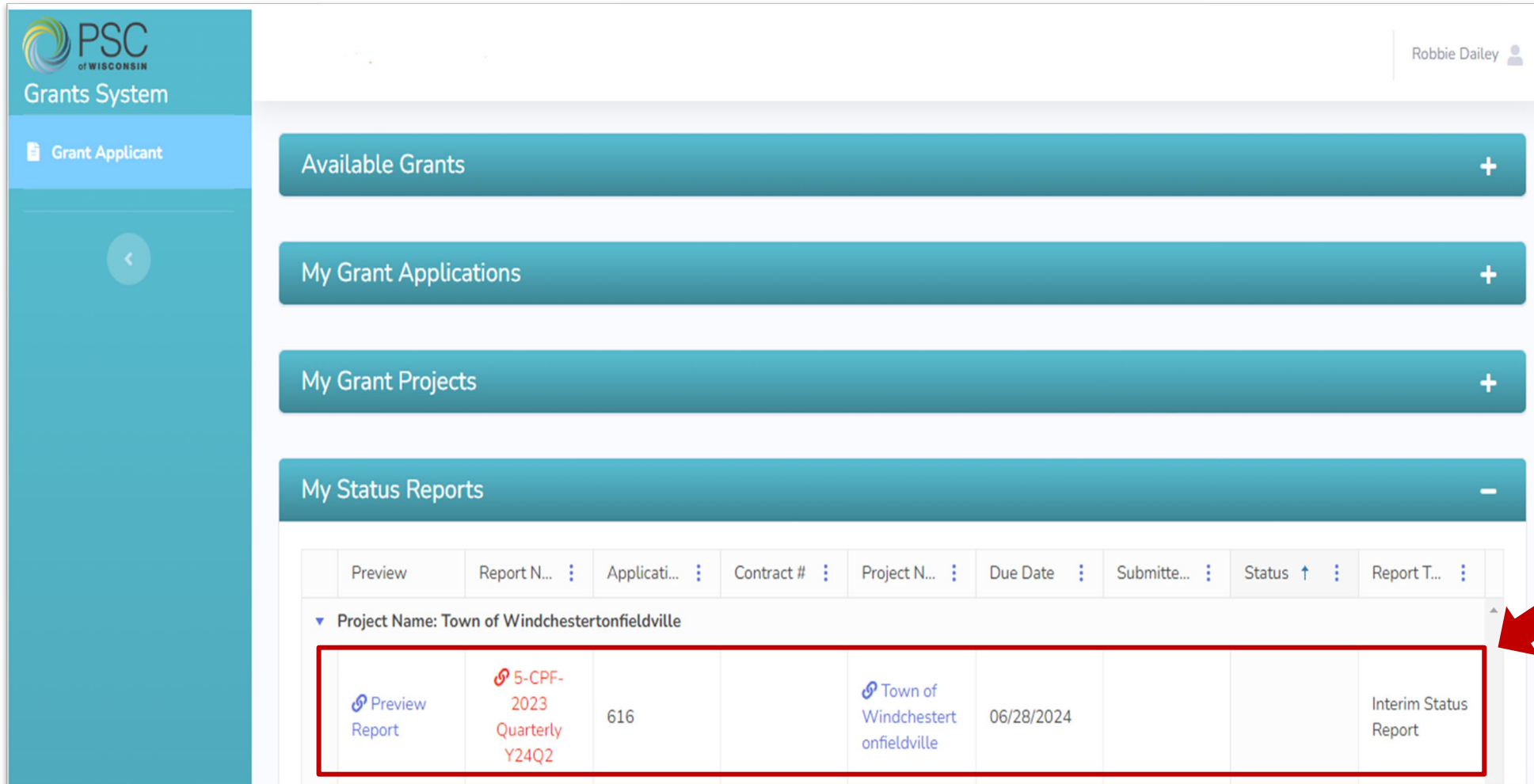


The screenshot displays the PSC Grants System interface. The left sidebar shows the 'Grants System' logo and a 'Grant Applicant' menu. The main content area features a navigation menu with options: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'My Status Reports' section is expanded, showing a table with columns: 'Preview', 'Report N...', 'Applicati...', 'Contract #', 'Project N...', 'Due Date', 'Submitte...', 'Status', and 'Report Ty...'. A red box highlights the first row of the table, which contains the text 'Project Name: Town of Windchestertonfieldville'. A red arrow points to this row. Below the table is a pagination control showing '1' and navigation icons. The footer of the page includes the text 'Version: 20240621.4 Copyright © PSC - 2024' and the 'Wisconsin Broadband Office' logo.

Reporting in the Grants System

Step-by-Step: 2. Open the “My Status Reports” section

Click on Report Name (red text) to open and complete the report. Click Report preview to preview



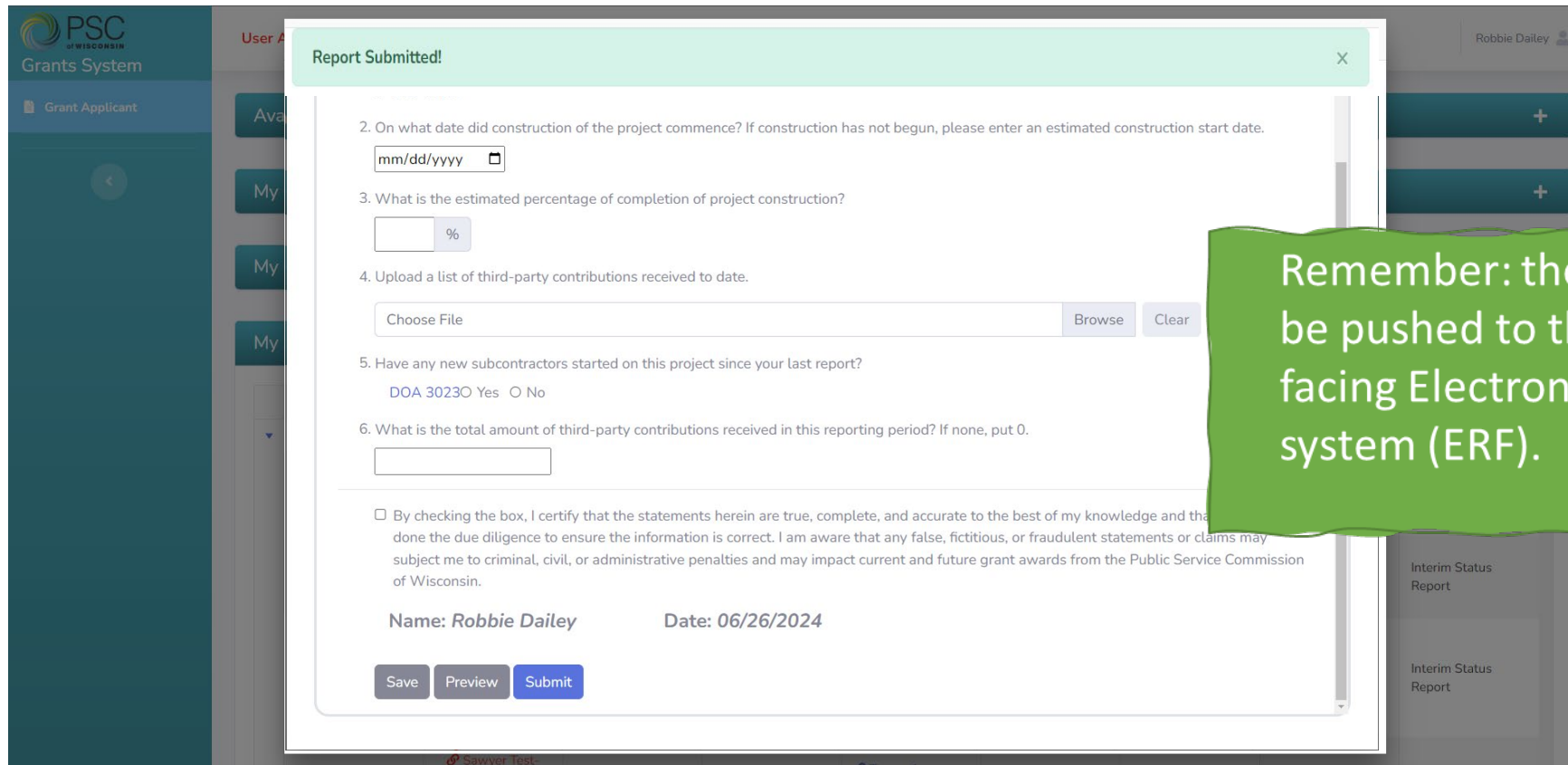
The screenshot shows the Grants System interface. The left sidebar contains the PSC of Wisconsin logo and the text 'Grants System' and 'Grant Applicant'. The main content area has a teal header with 'My Status Reports' and a minus sign. Below this is a table with columns: Preview, Report N..., Applicati..., Contract #, Project N..., Due Date, Submitte..., Status, and Report T... The table has a dropdown for 'Project Name: Town of Windchestertonfieldville'. A red box highlights the first row of the table, which contains the following data:

Preview	Report N...	Applicati...	Contract #	Project N...	Due Date	Submitte...	Status	Report T...
Preview Report	5-CPF-2023 Quarterly Y24Q2	616		Town of Windchestertonfieldville	06/28/2024			Interim Status Report

Reporting in the Grants System

Step-by-Step: 3. Complete the report

Fill in all fields on the report. Certify by clicking checkbox, then Click Submit.



The screenshot shows a web interface for the Grants System. A modal window titled "Report Submitted!" is open, displaying a list of questions and input fields. The questions are:

2. On what date did construction of the project commence? If construction has not begun, please enter an estimated construction start date.
3. What is the estimated percentage of completion of project construction?
 %
4. Upload a list of third-party contributions received to date.
5. Have any new subcontractors started on this project since your last report?
DOA 30230 Yes No
6. What is the total amount of third-party contributions received in this reporting period? If none, put 0.

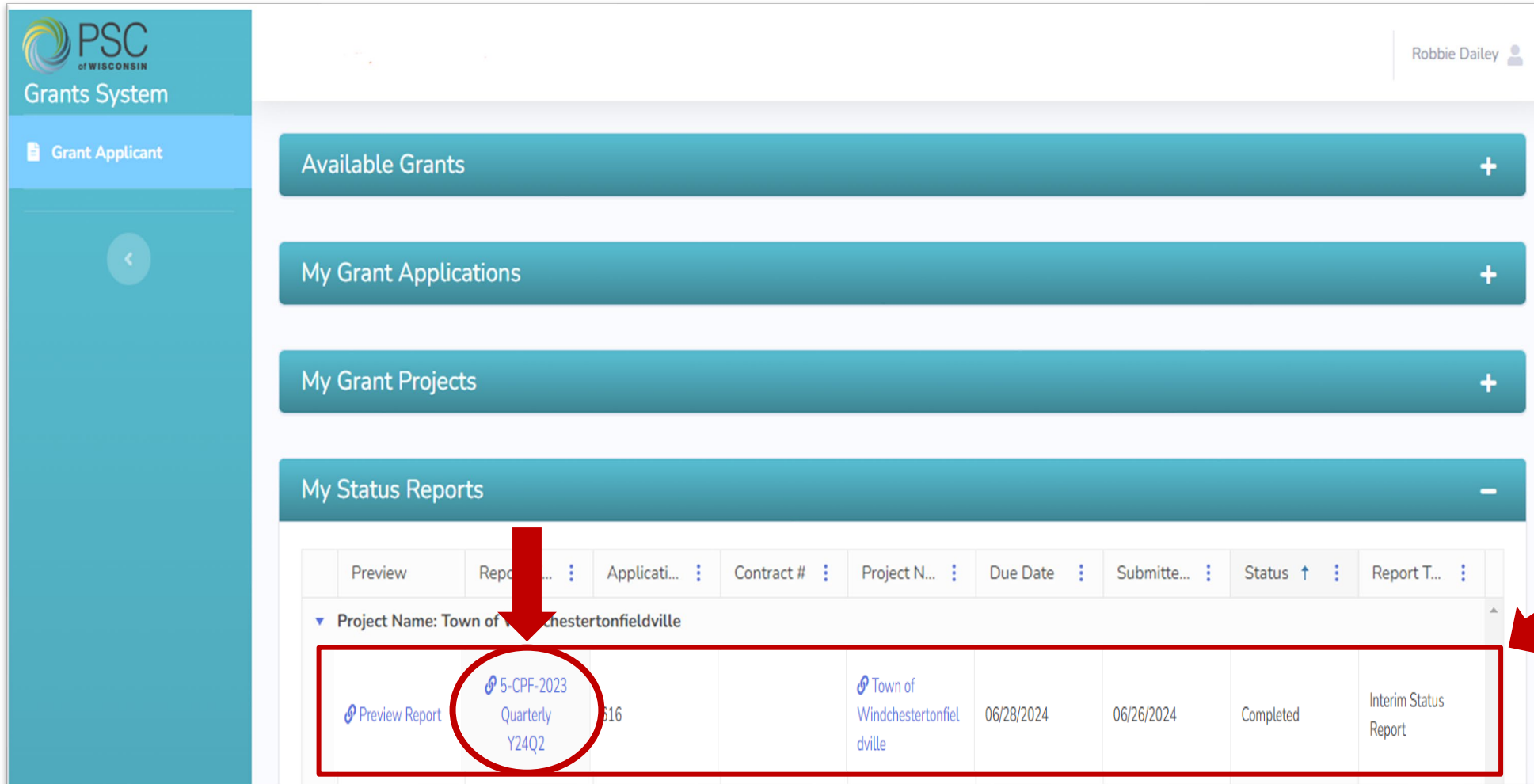
At the bottom of the modal, there is a certification checkbox and text: "By checking the box, I certify that the statements herein are true, complete, and accurate to the best of my knowledge and that I have done the due diligence to ensure the information is correct. I am aware that any false, fictitious, 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." Below this, the user's name "Name: Robbie Dailey" and the date "Date: 06/26/2024" are displayed. At the bottom of the modal are three buttons: "Save", "Preview", and "Submit".

Remember: the status report will be pushed to the PSC's public-facing Electronic Filing Records system (ERF).

Reporting in the Grants System

Step-by-Step: 3. Complete the report

Now the report will be blue and have a status of “Completed”.



The screenshot displays the Grants System interface. The left sidebar shows the PSC of Wisconsin logo and the text "Grants System" and "Grant Applicant". The main content area has a teal header with "Robbie Dailey" and a user icon. Below this are four teal buttons: "Available Grants", "My Grant Applications", "My Grant Projects", and "My Status Reports". The "My Status Reports" section is expanded, showing a table with columns: "Preview", "Report...", "Applicati...", "Contract #", "Project N...", "Due Date", "Submitte...", "Status", and "Report T...". A red arrow points to the "Report..." column of the first row. The first row is highlighted with a red box and contains the following data: "Preview Report", "5-CPF-2023 Quarterly Y24Q2", "16", "Town of Windchestertonfieldville", "06/28/2024", "06/26/2024", "Completed", and "Interim Status Report". A second red arrow points to the "Completed" status cell.

Preview	Report...	Applicati...	Contract #	Project N...	Due Date	Submitte...	Status	Report T...
Preview Report	5-CPF-2023 Quarterly Y24Q2	16	Town of Windchestertonfieldville	06/28/2024	06/26/2024	Completed	Interim Status Report	

Reporting in the Grants System

Question Types (7)

- Yes/No
- Yes/No/NA
- Numeric
- Narrative
- Short Narrative
- Percentage
- Date

Question Features

- Links
- Uploads

5-CPF-2023 Quarterly Y24Q2

1. Has construction of the project commenced?

Yes No

On what date did construction of the project commence? If construction has not begun, please enter an estimated construction start date.

3. What is the estimated percentage of completion of project construction?

 %

4. Upload a list of third-party contributions received to date.

Choose File

5. Have any new subcontractors started on this project since your last report?

DOA 3023 Yes No

What is the total amount of third-party contributions received in this reporting period?
6. If none, put 0.

By checking the box, 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.

Name:

Date:

Save

Preview PDF

Submit





Recap, Resources

Recap & Resources



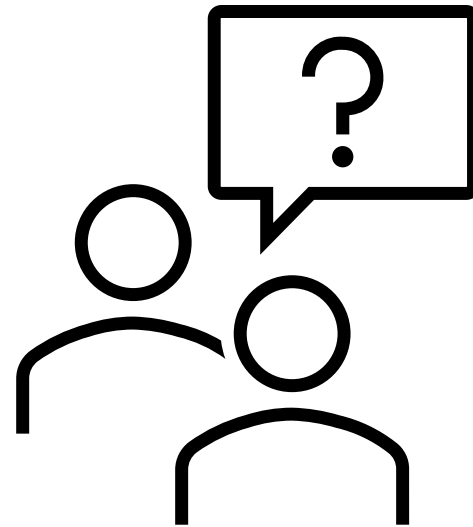
Recap

- ❑ Quarterly reporting is
 - A questionnaire to be completed by grantees after each quarter
 - Accessed, completed, submitted via the PSCs Grants Management System
 - Due on the 10th (or 9th) on the month following the end of the reporting period (quarter).

Resources

- ❑ [PSC CPF Webpage](#)
 - [CPF Infrastructure FAQ](https://psc.wi.gov/Documents/broadband/CPF_Infra_FAQs_PostAward.pdf)
 - [PSC CPF Inbox](mailto:PSCCapitalProjectsFund@Wisconsin.gov)
- ❑ Grants Management System
 - [Home](https://psc.wi.gov/Pages/GrantsSystem.aspx)
 - [Login](https://apps.psc.wi.gov/apps/grants/Account/Login?ReturnUrl=%2Fapps%2Fgrants)
 - [One Pager](https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystem.pdf)
 - [Power Point](https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystemPowerPoint.pdf)
 - [Webinar](https://register.gotowebinar.com/recording/4881485715608827908)
 - [User Guide](https://psc.wi.gov/Documents/GrantsSystemUsersGuide.pdf)





Questions?



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Quarterly Reporting

**Robbie Dailey
June 27, 2024**