Frequently Asked Questions (FAQ) – POST AWARD
Capital Projects Fund – Digital Connectivity & Navigators
5-CPF-2024

Acronyms:
CPF = Capital Projects Fund
DCN = Digital Connectivity & Navigators

GMS = Grants Management System
PSC = Public Service Commission

Quick Links:
CPF-DCN webpage: [PSC Capital Projects Digital Connectivity and Navigators Program (wi.gov)](#)
Docket: [5-CPF-2024](#)

FAQ Updates:

| Date of update	Content updated:
11/8/24	First publication
1/9/25	General section questions 1 and 4-7.

General

1. **Do the 10/1/2024 Uniform Guidance updates apply to my CPF DCN grant?**

    The Office of Management and Budget (OMB) released revised Uniform Guidance on 10/1/2024, but these updates do not apply to your Capital Projects Fund grants. At this time, the Capital Projects Fund (CPF) Grants will be monitored based on the Uniform Guidance available prior to 10/1/2024. This is subject to change and the PSC will continue to update subrecipients. See how to [navigate to previous guidance on eCFR.gov](#) for additional details. Here is a [direct link to eCFR](#) that was effective prior to 10/1/2024.

2. **How do I view the [Uniform Guidance](#) that was in place prior to the OMB updates that occurred on 10/1/2024?**

    At the top of the Code of Federal Regulations, in a blue horizontal bar, click on the "view historical versions" or look in the left navigation menu for "Go to Date." Enter the date 9/30/2024 for to view the previous guidance. See the following screenshots for additional details.
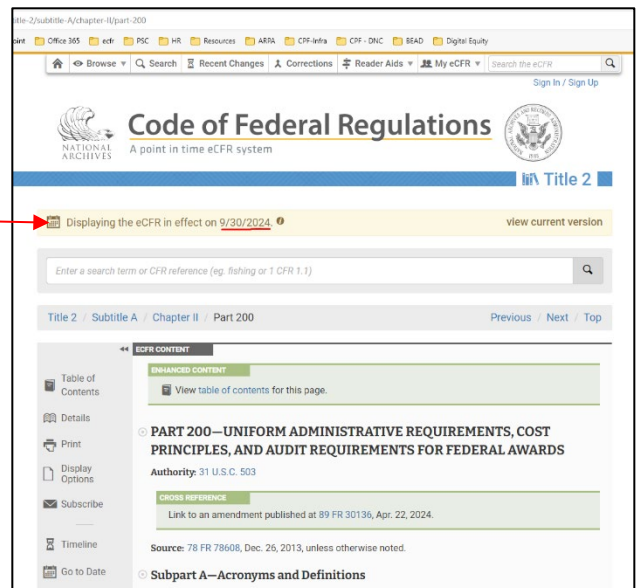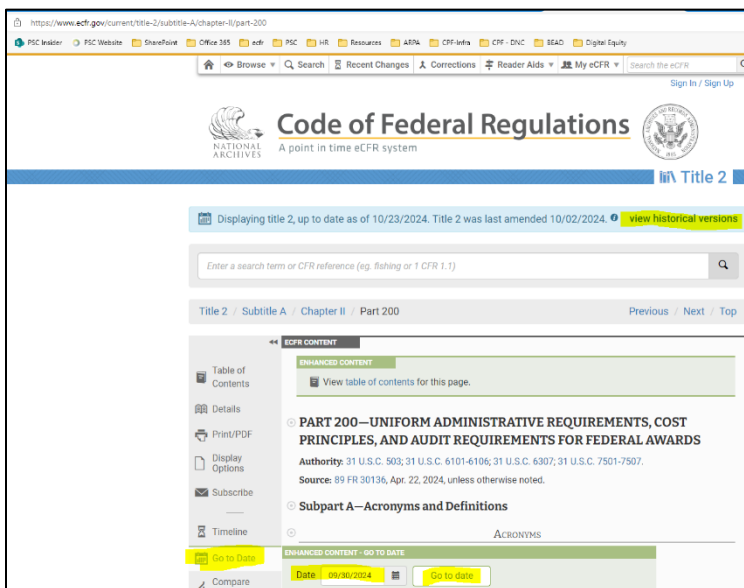
3. **Is my grant partnership subject to federal procurement standards?**

   Yes, federal procurement standards apply to CPF DCN grants. Each grant recipient will need to determine if any of their partnerships are subrecipients or contractors based on 2 CFR 200.331. Additional resources on this topic will be available soon on the CPF DCN webpage.

4. **What are the requirements when issuing statements, press release, or other promotional materials describing the project?**

   The Grant Recipient shall ensure that the materials or communications include this statement:

   "This project [is being] [was] supported, in whole or in part, by federal award number CPFFN0201 awarded to [name of Grant Recipient] through $[grant award amount] of funds from the U.S. Department of the Treasury through the American Rescue Plan Act and the State of Wisconsin, acting by and through the Public Service Commission of Wisconsin."

   For additional details see section 28.0 of your grant agreement.

5. **What is the audit threshold requirement?**
   A non-federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year. See 2 CFR Part 200 Subpart F (Sept. 30, 2024) for additional Audit Requirements.

6. **What is program income?**
   Program income is defined in section 1.27 of your grant agreement.

   Program income means gross income earned by the Grant Recipient that is directly generated by a supported activity or earned as a result of the Federal award during the Performance Period except as provided in 2 CFR 200.307(f). Program income includes but is not limited to income from fees or services performed, the use or rental of real or personal property acquired under the Federal award, the sale of commodities or items fabricated under the Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. See Attachment A 4.13 within your grant agreement for more information on program income.

7. **How long do reimbursements take to be processed?**

   DCN reimbursement requests are typically approved and paid out promptly after the 30-day holding period after their original submission. However, there are a few things that could prolong this timeframe, including:
   - The date the end of the 30-day period lands on (weekend or holiday)
   - The time it takes for ACH payments to go through (1-3 business days); or mailed if not doing ACH.
   - If a reimbursement is incorrectly submitted and the entry needs to be denied, the 30-day reimbursement hold *may* reset after re-submitting a correct reimbursement.

Digital Devices and Navigation Services

1. **During the grant period, can Grant Recipients distribute free or discounted devices for permanent ownership, or must devices be on loan?**

   Treasury guidance states, "Permitted devices and equipment include laptops, tablets, and desktop personal computers for distribution to members of the public through a short- or long-term loan program or to be made available for use in public facilities."

2. **Can subgrant recipients transfer ownership of distributed refurbished laptops rather than collecting them at the project's end?**

   CPF DCN projects are required to operate for at least five years following project close (close defined as when the project close letter is filed by the Commission). Purchase of equipment fleets should be planned with this requirement in mind, with partial or full depreciation planned for all capital assets over the period of performance. Device collection or ownership transfer will be determined on a case-by-case basis depending on the value of the fleet of devices.

3. **Can you clarify what would be allowable regarding disposition plans for the devices after the grant period has ended?**

   The grant recipient will have discretion in disposition plans but must follow all applicable laws regarding data security and privacy protection and dispose of equipment in a safe and environmentally-responsible way.

4. **Does the CPF DCN grant program require the grant recipient to meet certain criteria in their plan to distribute devices to households?**

   The grant recipient must demonstrate that the program is designed to target low-income, underserved, and/or under-connected households as defined in the application instructions. The project may also include populations that have a critical need – stemming from or exacerbated by the COVID-19 public health emergency – which impedes their participation in work, education, and health monitoring.

5. **Can digital navigation services be offered beyond the target population? For example, if the target population is low-income seniors and we offer classes, can others attend those classes?**

   No, the purpose of the digital navigation services is to enable the capital assets (devices and/or MDU Wi-Fi) and to maintain devices.

Reporting

1. **Are there any reporting requirements for the duration of the project?**

   Yes, see Attachment D – Reporting Requirements in your Grant Agreement. Visit the

Commission's website at [PSC Capital Projects Digital Connectivity and Navigators Program](#) for forms and due dates The Commission will notify Grant Recipient of any changes to reporting formats or submission requirements.

2. **How are device and digital navigation service users counted for reporting?**

   For the purposes of reporting a user can be counted each time they borrow a digital device and receive a digital navigation service. The user total, not the unique individual user, should be reported.

Grant Management System

1. **How do I gain access to the PSC's Grants Management System?**

   Gaining access to the Grants System is a four-step process (three steps if you already have an electronic record filing account). The steps are outlined in [this resource document](#), and below.

   Step 1: Create an Electronic Records Filing (ERF) account (If you have an ERF account, skip this step and go to Step 2).
   a.   Follow link: https://apps.psc.wi.gov/ERF/ERFupload/content/UserProfileNew.aspx.
   b.   Complete the form. **Please include phone number.
   c.   After submitting, you will have a new Logon ID immediately.

   Step 2: Validate your ERF account.
   a.   Follow link: https://apps.psc.wi.gov/apps/grants/Account/ErfUser
   b.   Enter ERF login ID and Password, click Validate.
   c.   You will be prompted to create your Grants System account (Step 3).

   Step 3: Complete Grant System User Registration.
   a.   Complete the form. **First Name, Last Name, Email Address, Password, Confirm Password.
   b.   For verification purposes, you will need access to the email account entered in the registration page.

   Step 4: Log in to the PSC Grant System.
   a.   Follow link: https://apps.psc.wi.gov/apps/grants/Account/Login.

2. **I'm logged in to the Grants System but cannot see my organization's project. How do I become a project owner and gain access to the project within the Grants Management System?**

   Linking your account to the grant project is done by a PSC staff member at the request of an authorized agent of the organization. Once you've gained access to the grants system, email the CPF inbox requesting to be added as a project owner.
   Email: PSCCapitalProjectsFund@wisconsin.gov