



Wisconsin Digital Equity Capacity (WI DEC) Grant Program

5-DEC-2025

Thursday, April 10, 2025

PUBLIC SERVICE COMMISSION of WISCONSIN

Wisconsin Broadband Office

PSC Staff: Alyssa Kenney, Milena Bernardinello, Damarr Purifoy, Troy Hoppenjan

Outline

ACRONYMS

DEC = Digital Equity Capacity

DN = Digital Navigator

DL = Digital Literacy

WBO = Wisconsin Broadband Office

PSC = Public Service Commission

NTIA = National Telecommunication and Information Administration

IIJA = Infrastructure Investment and Jobs Act

Section I – Grant Overview

- Program Overview
 - Background
 - Target Populations
 - Wisconsin Digital Equity Plan
 - Eligibility
 - Program Tracks
 - Schedule of Events

Section II: Application Process

- How to Apply?
 - Application Requirements
 - Application
 - Best Practices
 - Evaluation

Section III: Award Process

- Application Review & Merit Criteria
- Resources
- Questions

Section I - GRANT OVERVIEW


Program Overview

- The purpose of the Wisconsin Digital Equity Capacity Grant is to advance internet adoption and digital skills for Wisconsin residents, and build local capacity to promote digital opportunities, as guided by the [Wisconsin Digital Equity Plan](#).
- Up to **\$9,500,000.00** available for projects
 - Maximum individual award of \$950,000.00 (10%)
- Structured along two program tracks:
 - Track 1 – Digital Navigators
 - Track 2 – Digital Opportunity Coalitions
- Must serve members of at least one Covered Population.
- Requires awardees to participate in external evaluation process, reporting and technical assistance.

Getting Started

Where to find information and resources


- All official documentation related to the WI Digital Equity Capacity Grant Program will be published to PSC's Electronic Filing System ([ERF](#)) under Docket # [5-DEC-2025](#).
- Search for & subscribe to dockets on ERF Home page: <https://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx>

 WISCONSIN.GOV

[Agency Directory](#) [Online Services](#)

 Public Service Commission
of WISCONSIN




ERF
Electronic Records Filing System



[ERF Home](#) | [Advance Search](#) | Search Result









Docket ID: 5-DEC-2025
(Digital Equity Capacity Program)

***NOTE: GIS Files** cannot be viewed directly from ERF.
They must be downloaded and opened in GIS software.

Access to  - confidential and  - incamera documents is restricted and logged.
 - Paper documents must be requested from the [PSC Records Management Unit](#)

[Clear Checkbox](#)

[DOWNLOAD](#) Total Return: 5 rows

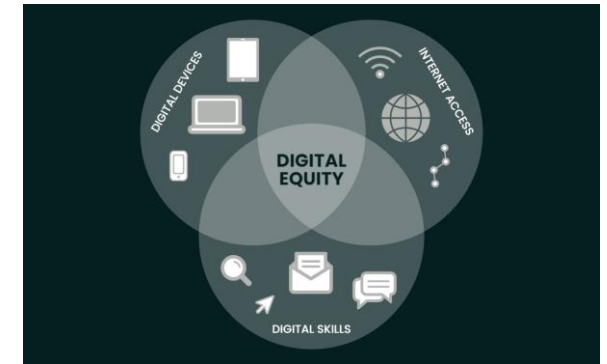
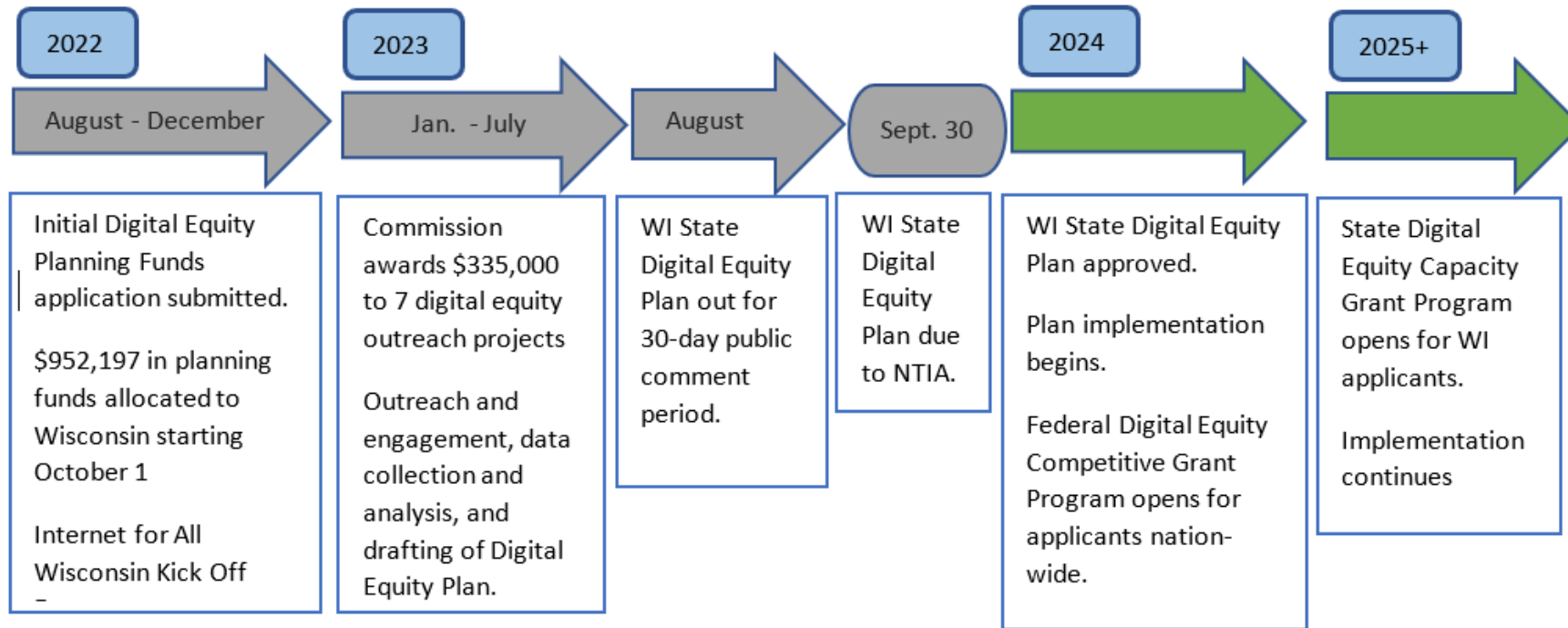
Download	PSC Ref	Description	Document Type	Docket or Utility	Received Date	Filed By	Details
<input type="checkbox"/>	535896	 Application Instructions (396 KB)	Correspondence	5-DEC-2025	03/06/2025 03:49:00 PM	Beth Stiner	
<input type="checkbox"/>	530503	 Order Signed and Served 1/22/2025 (145 KB)	Order	5-DEC-2025	01/22/2025 04:05:00 PM	Marisa Horning	
<input type="checkbox"/>	528576	 12/19/2024 Minutes for Commission Open Meeting (132 KB)	Minutes	5-DEC-2025	01/07/2025 11:17:00 AM	Cru Stubley	
<input type="checkbox"/>	527447	 Scoping Memo - DEC (262 KB)	Memorandum	5-DEC-2025	12/19/2024 11:25:00 AM	Marisa Horning	
<input type="checkbox"/>	527211	 12/19/2024 Agenda for Commission Open Meeting (74 KB)	Agenda	5-DEC-2025	12/17/2024 03:57:00 PM	Cru Stubley	

Where to find information and resources

PSC's DEC webpage for a variety of up-to-date resources:

- DEC Webpage: <https://psc.wi.gov/Pages/ServiceType/Broadband/DigitalEquityCapacityGrant.aspx>
- **Application Instructions:** <https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=535896>
- Grants System Info: <https://psc.wi.gov/Pages/GrantsSystem.aspx>
- Grants System User Guide: <https://psc.wi.gov/Documents/GrantsSystemUsersGuide.pdf>
- DEC Email: PSCDigitalEquityCapacityGrant@wisconsin.gov

Background – Digital Equity Capacity



Target Populations

'Covered Populations':

- Living in households with an income < 150% fed poverty level
- Aging individuals
- Incarcerated or recently incarcerated (NOT in federal correctional institutions)
- Veterans
- People w/ disabilities
- People w/ language barrier
- members of a racial or ethnic minority group
- primarily reside in a rural area



¹Sec. 60302. Infrastructure Investment and Jobs Act, Pub. L. 117-58 (2021) where “[income] for the most recently completed year is not more than 150 percent of an amount equal to the poverty level, as determined by using criteria of poverty established by the Bureau of the Census”: [Census Bureau Poverty Thresholds](#).

Target Populations

Applicants must:

- Target, serve, or engage services or programs to members of one or more of the Covered Populations
- Describe / identify need within the community



Wisconsin Digital Equity Plan

Wisconsin Digital Equity Plan

Centered around five core values:

- **Access**
- **Affordability**
- **Adoption**
- **Trust**
- **Sustainability**



Three Digital Equity Plan Values to be implemented by the Capacity Grant Program:

- **Adoption**
- **Trust**
- **Sustainability**



Wisconsin Digital Equity Plan

Three DE Plan Values (and associated goals) implemented by the WI DEC Grant Program:

Adoption

- Goal 1: Support local **digital literacy champions** and **digital navigators** embedded within the community and trusted organizations that support the needs of Covered Populations.
- Goal 2: All Wisconsinites will have accessible, culturally responsive resources to **grow their digital literacy skills**.
- Goal 3: All Wisconsinites have access to resources and have the needed knowledge and resources to **maintain cyber security**.
- Goal 5: Ensure all Wisconsin populations and communities have accessible, **first language, culturally responsive technical support**.

Trust

- Goal 1: All Wisconsin communities have resources, access to training and support that is culturally relevant, in their **native languages**, and clearly provided by a legitimate source that they trust.
- Goal 2: Fostering **trust and transparency** among **state government, local government, providers, and communities**

Sustainability

- Goal 1: Support Digital Equity work by expanding cooperation and **partnerships of community-based organizations, anchor institutions, local governments, philanthropic groups**, and other **trusted local entities** striving to eliminate historical, institutional, and structural barriers.
- Goal 2: Support a sustainable model by **increasing cooperation, combining resources** among **collaborators**, and **aligning messaging**

Eligible Entities

- Local governments or any political subdivision within the State
- A State agency, or instrumentality of a State, including an agency that is responsible for adult education and literacy activities, or for providing public housing
- An Indian Tribe, Native Entity or Tribal Nation



Eligible Entities

- A foundation, corporation, institution, or association that is a nonprofit entity
- A community anchor institution including a public school, multi-family housing authority, a library, an institution of higher education, a healthcare provider or nonprofit or governmental community support organization.
- A local educational agency.
- An entity that carries out a workforce development program.
 - Applications must be submitted under a single, lead applicant.
 - If applicable, partner entities should be identified in the application narrative.



Eligible Activities – Track 1

Track 1 – Digital Navigators

[Digital Navigator Model - National Digital Inclusion Alliance](#)

Eligible Activities:

- Expanding current digital navigator positions, programs or service.
Note: the functions of any funded position(s) need to meet the program goals, but the position title may be different from Digital Navigator.
- Establishing new digital navigator positions, programs or services.
- Providing internet enabled devices and the needed support for the target population to make use of the devices.
- Providing digital skills or digital navigation services, such as:
 - Support for subscribing to internet service
 - Digital skills training at various levels
 - Hardware or Software troubleshooting
 - Internet privacy and cybersecurity training
 - Digital literacy as it relates to workforce development, telehealth access, financial literacy, and access to government services or benefit programs.
- Other activities that align with the Digital Navigators track and associated goals may be proposed for consideration.



Eligible Activities – Track 2

Track 2 – Digital Opportunity Coalitions

Eligible Activities:

- Hiring additional staff, to facilitate coordination and/or provide shared services.
- Sharing resources between partner organizations including staff, funding, space, technology, or outreach services.
- Establishing or strengthening a referral network between partner organizations to deliver digital services.
- Developing or strengthening shared digital inclusion programming.
- Coordinating “wraparound” services for the target population.
- Developing shared education materials or events so the community understands the issues and solutions around internet access and adoption.
- Activities associated with convening the coalition and partners.
- Other activities that align with the Digital Opportunity Coalition Track and associated goals may be proposed for consideration.



Ineligible Activities – Both Tracks

Ineligible Activities:

- Construction
- Infrastructure



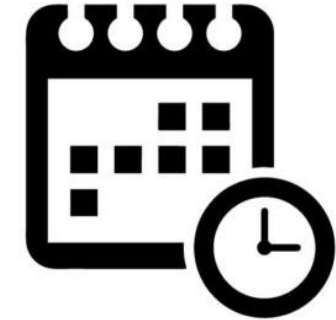
- Anything with environmental impacts



- Installation
- Modifications to buildings



Grant Application - Schedule of Events



DATE	EVENT
March 10, 2025	Application period opens
April 15, 2025	Last day for submitting questions and requests for clarification
April 24, 2025	PSC Digital Opportunity Mini-Conference
May 19, 2025	Last day to request PSC Grants System assistance
May 20, 2025, 1:30 p.m.	Applications due from applicants (deadline for submitting in the PSC Grant System)

Three-year performance period (Estimated 2026 – 2029).

PSC Digital Opportunity Mini-Conference



YOU'RE INVITED!

Digital Opportunity Mini-Conference



April 24, 2025
9:00am - 4:00pm



Gateway Technical College
Racine, Wisconsin
In-person and virtual

About the Event!

Join the PSC and digital equity and inclusion practitioners from across the state in a one-day mini conference where we will share, connect, and learn about best practices in digital equity work and grant management. The event will focus on how the digital equity community can implement the WI Digital Equity Plan and bridge the digital divide for all Wisconsinites. A virtual attendance option will be available for most aspects of the event.

Register here

or scan the QR Code



Free of charge. Lunch Included. Free Parking.

For questions email: PSCDigitalEquityCapacityGrant@wisconsin.gov

Tentative Event Agenda:

Registration & Welcome

Grant Writing Panel

Outreach Methods Panel

Lunch

Program Evaluation

Workshops & Panel Discussions

Digital Navigator Curriculum

Coalition Building

Close

- Share, connect, and learn about best practices in digital equity work and grant management.
- Focus on how the digital equity community can implement the [WI Digital Equity Plan](#) and bridge the digital divide for all Wisconsinites.
 - Free event.
 - Free parking.
 - Lunch provided.
 - Registration [required](#).



Stretch Break

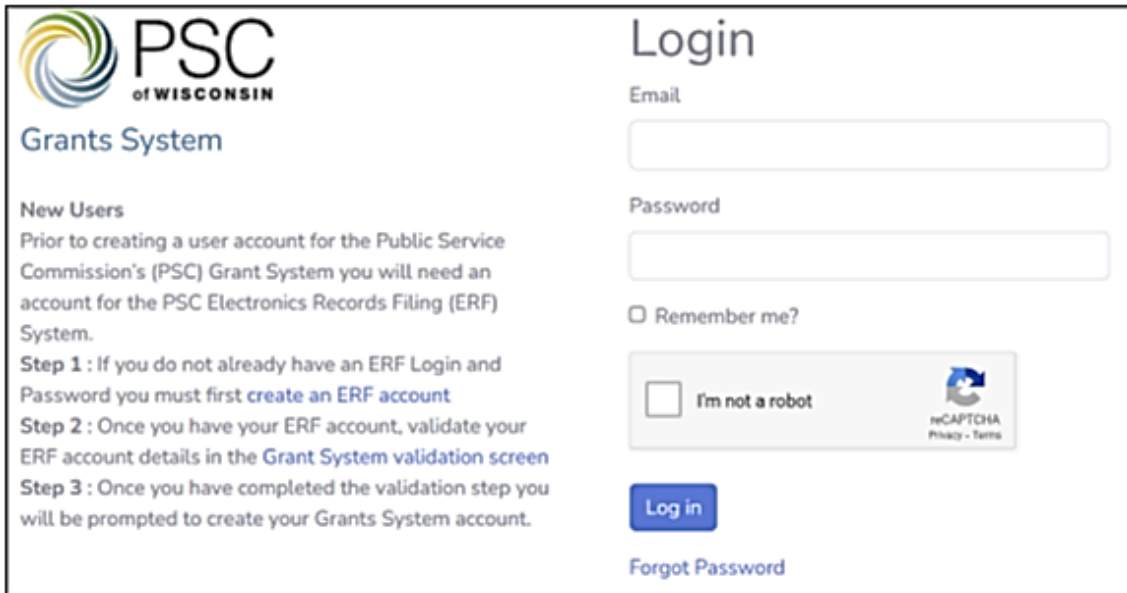


Section II: APPLICATION PROCESS

How to Apply?

Application process is completed through PSC Grant System

- *Grant applications MUST be submitted via this system to be considered for funding.*
- *DO NOT upload your application to ERF, they will be automatically uploaded to ERF once submitted*



PSC of WISCONSIN
Grants System


New Users
Prior to creating a user account for the Public Service Commission's (PSC) Grant System you will need an account for the PSC Electronics Records Filing (ERF) System.
Step 1 : If you do not already have an ERF Login and Password you must first [create an ERF account](#)
Step 2 : Once you have your ERF account, validate your ERF account details in the [Grant System validation screen](#)
Step 3 : Once you have completed the validation step you will be prompted to create your Grants System account.

Login

Email

Password

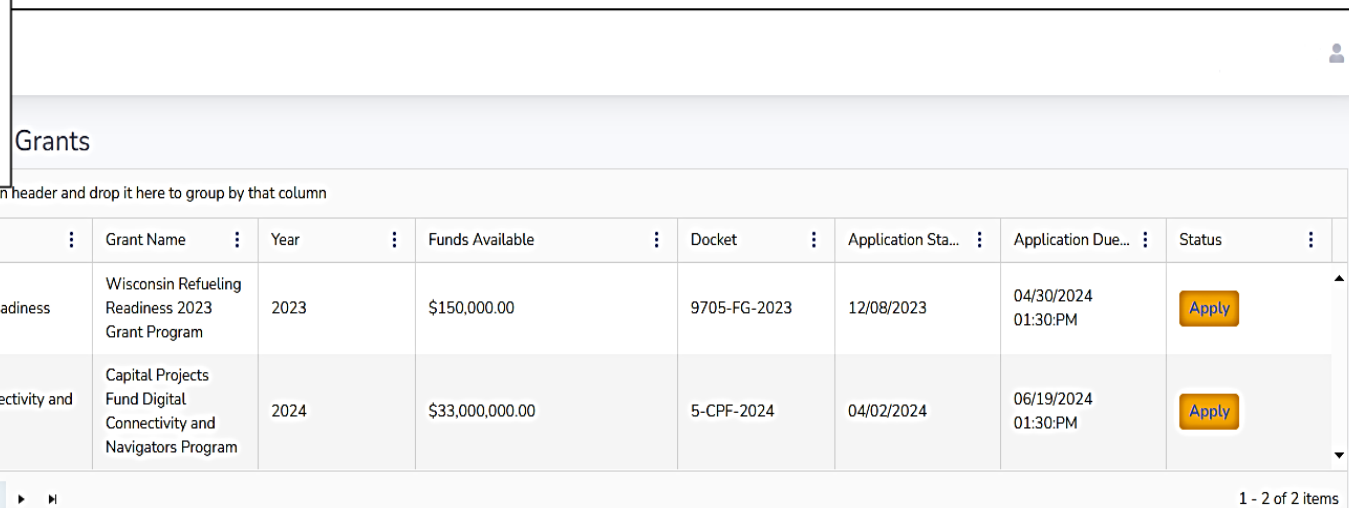
☐ Remember me?

☐ I'm not a robot 

[Log in](#)

[Forgot Password](#)

Login page: <https://apps.psc.wi.gov/apps/grants>



Grants

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

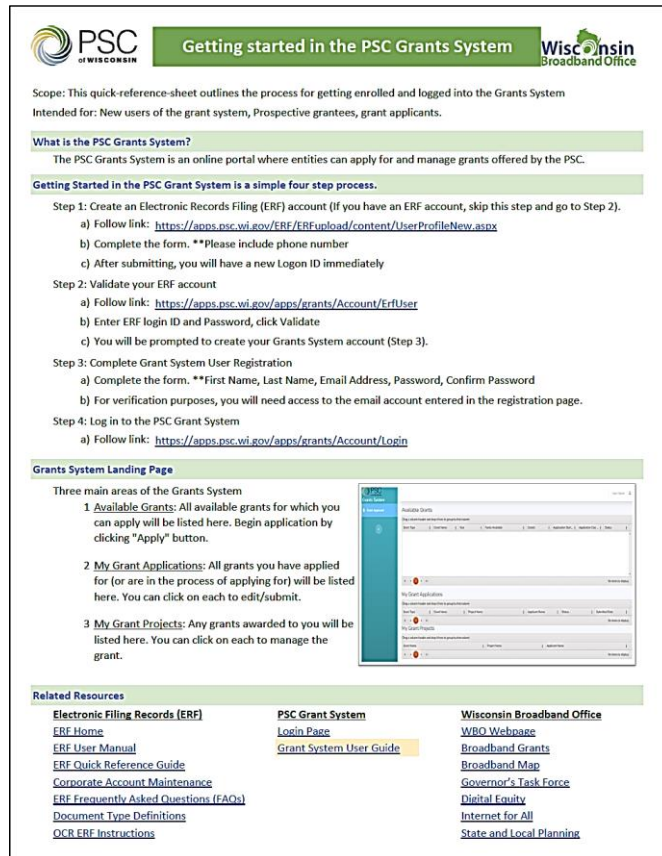
Grant Type	Grant Name	Year	Funds Available	Docket	Application Sta...	Application Due...	Status
Refueling Readiness	Wisconsin Refueling Readiness 2023 Grant Program	2023	\$150,000.00	9705-FG-2023	12/08/2023	04/30/2024 01:30:PM	Apply
Digital Connectivity and Navigators	Capital Projects Fund Digital Connectivity and Navigators Program	2024	\$33,000,000.00	5-CPF-2024	04/02/2024	06/19/2024 01:30:PM	Apply

1 - 2 of 2 items

How to Apply?

Grants System Resources

One-page guide



Getting started in the PSC Grants System Wisconsin Broadband Office

Scope: This quick-reference-sheet outlines the process for getting enrolled and logged into the Grants System
Intended for: New users of the grant system, Prospective grantees, grant applicants.

What is the PSC Grants System?
The PSC Grants System is an online portal where entities can apply for and manage grants offered by the PSC.

Getting Started in the PSC Grant System is a simple four step process.

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>

Grants System Landing Page

Three main areas of the Grants System

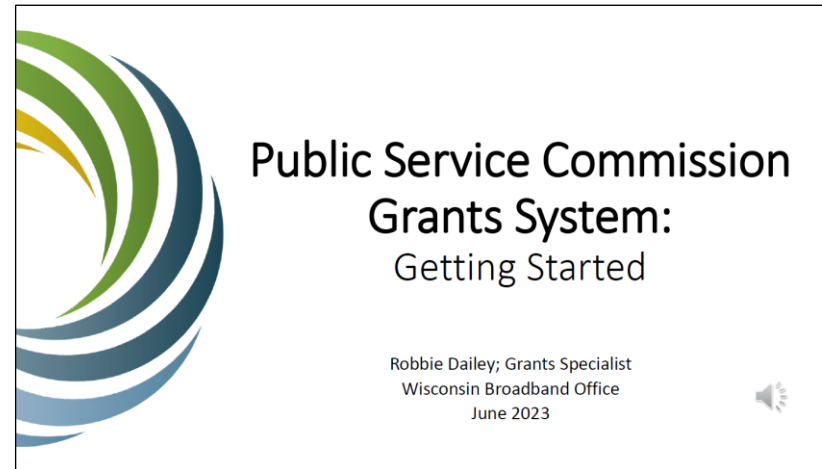
- Available Grants:** All available grants for which you can apply will be listed here. Begin application by clicking "Apply" button.
- My Grant Applications:** All grants you have applied for (or are in the process of applying for) will be listed here. You can click on each to edit/submit.
- My Grant Projects:** Any grants awarded to you will be listed here. You can click on each to manage the grant.

Related Resources

Electronic Filing Records [ERF] ERF Home ERF User Manual ERF Quick Reference Guide Corporate Account Maintenance ERF Frequently Asked Questions (FAQs) Document Type Definitions OCR ERF Instructions	PSC Grant System Login Page Grant System User Guide	Wisconsin Broadband Office WBO Website Broadband Grants Broadband Map Governor's Task Force Digital Equity Internet for All State and Local Planning
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<https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystem.pdf>

Webinar

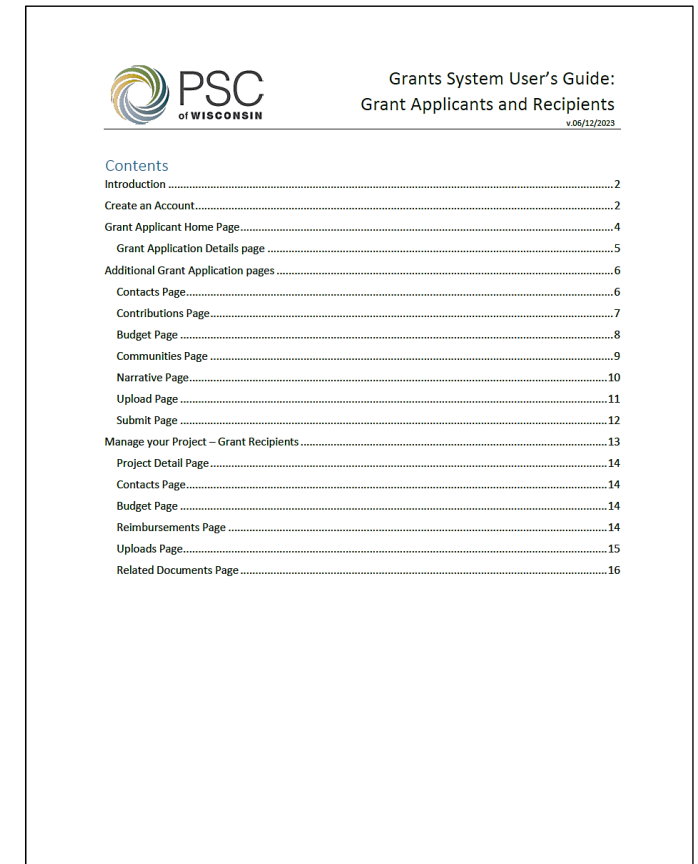


Public Service Commission
Grants System:
Getting Started

Robbie Dailey; Grants Specialist
Wisconsin Broadband Office
June 2023

<https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystemPowerPoint.pdf>

Grant System Manual



**Grants System User's Guide:
Grant Applicants and Recipients**
v.06/12/2023

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Contributions Page	7
Budget Page	8
Communities Page	9
Narrative Page	10
Upload Page	11
Submit Page	12
Manage your Project – Grant Recipients	13
Project Detail Page	14
Contacts Page	14
Budget Page	14
Reimbursements Page	14
Uploads Page	15
Related Documents Page	16

<https://psc.wi.gov/Pages/GrantsSystem.aspx>


Application Requirements

View [WI DEC Application Instructions](https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=535896) for most comprehensive information on the application requirements, merit scoring, and application process.

<https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=535896>

PSC REF#:535896

Public Service Commission of Wisconsin



**Wisconsin Digital Equity
Capacity Grant**

Application Instructions
Track 1: Digital Navigators
Track 2: Digital Opportunity Coalitions

Docket 5-DEC-2025

Application Deadline
May 20, 2025
1:30 P.M.

Page 1 of 25

Public Service Commission of Wisconsin
RECEIVED: 3/6/2025 3:49:23 PM

Application (Step by Step)



Step 1- Log in or create an ERF system account

Step 2- Click 'Apply' on the line for

DEC: Track 1: Digital Navigators OR DEC: Track 2: Digital Opportunity Coalitions

Step 3- Fill in the required Applicant Detail information.

Step 4- Application Navigation

Step 5- Fill in one Primary Contact and any additional contacts.

Step 6- If applicable, enter in matching funds contributions (NOT required).

Step 7- Fill out the Budget section

Step 8- Enter in Communities Served


Step 9- Answer all Narrative questions

Step 10- Review, Validate and Submit

Application (Step by Step)

Step 1- Login or create an account

Login page: <https://apps.psc.wi.gov/apps/grants>



Grants System

New Users

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Step 3: Once you have completed the validation step you will be prompted to create your Grants System account.

Login

Email

Password

☐ Remember me?

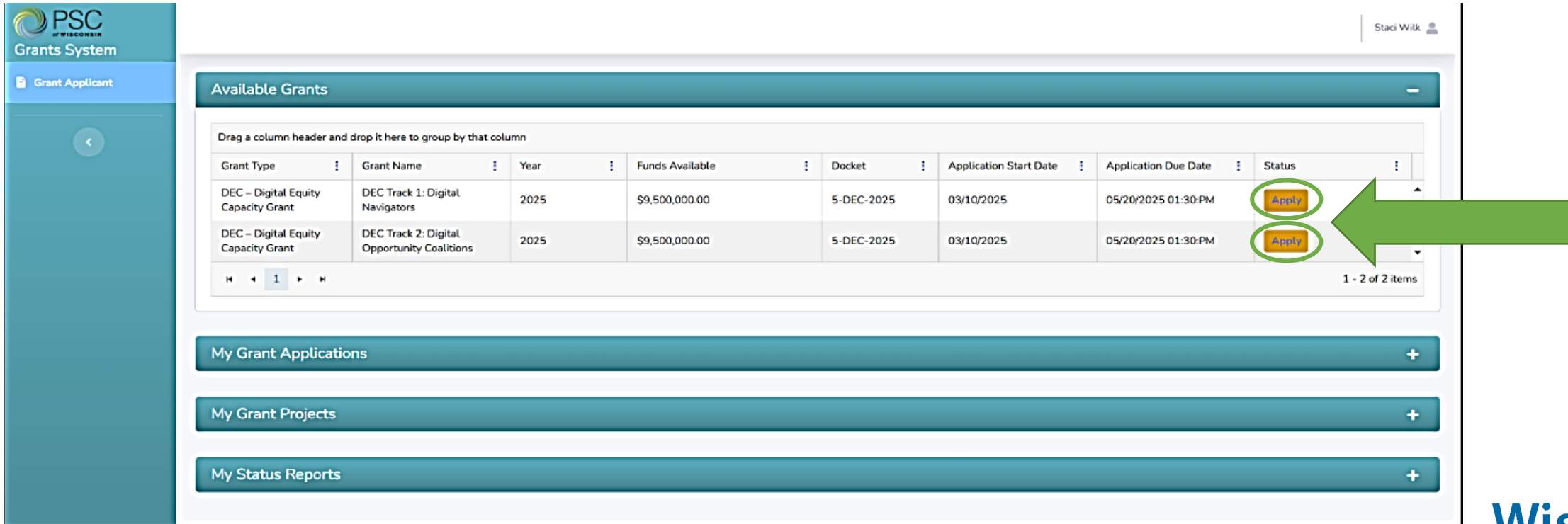
☐ I'm not a robot
reCAPTCHA
[Privacy](#) - [Terms](#)

[Log in](#)

[Forgot Password](#)

Application (Step by Step)

Step 2- Click 'Apply' on the line for
DEC: Track 1, Digital Navigators OR
DEC: Track 2: Digital Opportunity Coalitions



PSC of Wisconsin Grants System

Grant Applicant

Staci Wilk

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 Date	Application Due Date	Status
DEC - Digital Equity Capacity Grant	DEC Track 1: Digital Navigators	2025	\$9,500,000.00	5-DEC-2025	03/10/2025	05/20/2025 01:30:PM	Apply
DEC - Digital Equity Capacity Grant	DEC Track 2: Digital Opportunity Coalitions	2025	\$9,500,000.00	5-DEC-2025	03/10/2025	05/20/2025 01:30:PM	Apply

1 - 2 of 2 items

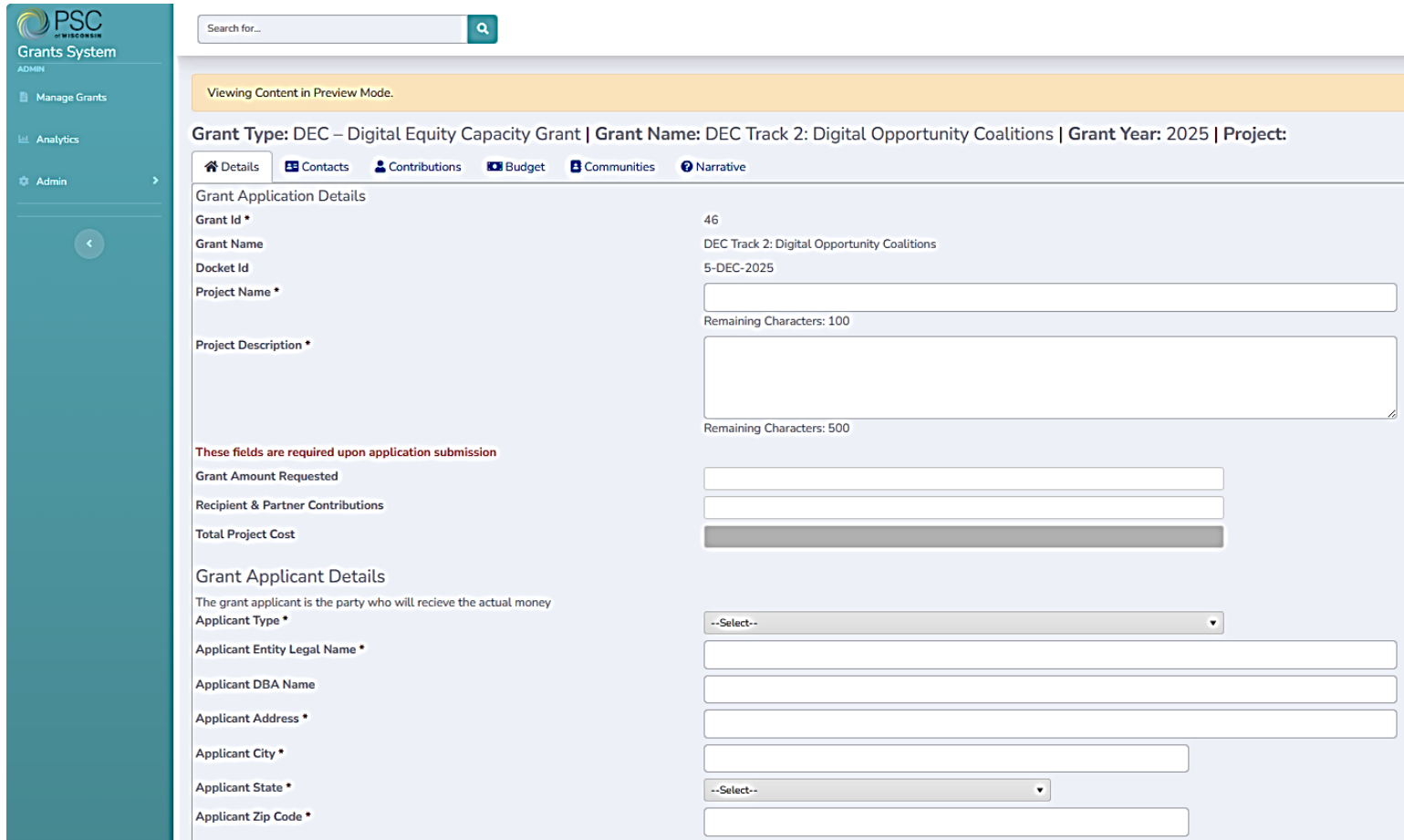
My Grant Applications

My Grant Projects

My Status Reports

Application (Step by Step)

Step 3- Enter project information and create grant application



The screenshot shows the 'Grant Application Details' form in the PSC Grants System. The form is titled 'Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:'. The form is divided into two main sections: 'Grant Application Details' and 'Grant Applicant Details'. The 'Grant Application Details' section includes fields for 'Grant Id *', 'Grant Name', 'Docket Id', 'Project Name *', 'Project Description *', 'Grant Amount Requested', 'Recipient & Partner Contributions', and 'Total Project Cost'. The 'Grant Applicant Details' section includes fields for 'Applicant Type *', 'Applicant Entity Legal Name *', 'Applicant DBA Name', 'Applicant Address *', 'Applicant City *', 'Applicant State *', and 'Applicant Zip Code *'. A red warning message states: 'These fields are required upon application submission'. The form is displayed in 'Preview Mode'.

Search for...

Viewing Content in Preview Mode.

Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:

Details | Contacts | Contributions | Budget | Communities | Narrative

Grant Application Details

Grant Id * 46

Grant Name DEC Track 2: Digital Opportunity Coalitions

Docket Id 5-DEC-2025

Project Name *

Project Description *

Remaining Characters: 100

Remaining Characters: 500

These fields are required upon application submission

Grant Amount Requested

Recipient & Partner Contributions

Total Project Cost

Grant Applicant Details

The grant applicant is the party who will receive the actual money

Applicant Type *

Applicant Entity Legal Name *

Applicant DBA Name

Applicant Address *

Applicant City *

Applicant State *

Applicant Zip Code *

Grant Application Details

- Project name
- Project description
- Grant amount requested
- Recipient & partner contributions
- Total project cost (calculated)

Grant Applicant Details

- Applicant type
- Entity legal name, DBA
- Contact info
- Tax ID (FEIN)

Application (Step by Step)

Step 4- Grant System Navigation

Grant Type: DEC – Digital Equity Capacity Grant | **Grant Name:** DEC Track 1: Digital Navigators | **Grant Year:** 2025 | **Project:**



Details



Contacts



Contributions



Budget



Communities



Narrative



Submit



Create PDF

Grant Type: DEC – Digital Equity Capacity Grant | **Grant Name:** DEC Track 2: Digital Opportunity Coalitions | **Grant Year:** 2025 | **Project:**



Details



Contacts



Contributions



Budget



Communities



Narrative



Submit



Create PDF

Application (Step by Step)

Step 5- Fill in Contact Information

Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:

[Details](#) [Contacts](#) [Contributions](#) [Budget](#) [Communities](#) [Narrative](#)

Grant Application Contacts

Note: At least one primary contact and the authorized representative are required. You may use the same person for both roles if necessary.

[+ Add New Contact](#)

Contact Type	First Name	Last Name	Email	Phone
--------------	------------	-----------	-------	-------

New / Edit Contact

Contact Type *

-- Choose Contact --

First Name *

Last Name *

Contact Title

Organization

Contact Email *

Contact Phone *

Contact Phone Ext.

Contact Address

Contact City

Contact State

-- Choose State --

Contact Zip Code

Update

Cancel

-- Choose Contact --

Primary

Secondary

Financial Manager

Grants Manager

Authorized Representative

Contractor

Partner

Required:

- Primary Contact

Recommended:

Authorized Representative

- Individual who can sign documents on behalf of the applicant

Partner

- Primary Contact of any partner organizations

Application (Step by Step)

Step 6- Enter in matching funds contributions

Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:

Details Contacts **Contributions** Budget Communities Narrative

Recipient & Partner Contributions

List all entities contributing time, money, resources, etc. to the project, including personal contributions. The total contributions on this page must equal the amount entered under Recipient & Partner Contributions on page 1 of this application.

Grant Amount Requested
Recipient & Partner Contributions
Total Project Cost

[+ Add new record](#)

Contributor Name	Cash	Salary	In Kind	Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Subtotals:	\$0.00	\$0.00	\$0.00		

1 - 1 of 1 items

Total Recipient & Partner Contribution: \$0

Warning! Total Recipient & Partner Contribution amount entered is not equal to Recipient & Partner Contribution amount in previous application detail page.

- Grant-Recipient and Partner contributions
- Description is optional- allows you to add notes regarding contribution
- Matching is OPTIONAL (not required or scored)



Built-in validation

Application (Step by Step)

Step 7- Fill out the Budget section

Enter in budget amounts for each budget category (round to whole dollars).

- Contractual, Consulting Fees
- Equipment
- Labor (Salary, Fringe)
- Other
- Training
- Supplies
- Rent/Occupancy
- Travel
- Indirect

Correctly distribute budget category costs between grant funds and contribution funds.

- Built in validation include:
 - Total Budget = Total Project Cost from Details Tab
 - Grant and Contribution subtotals must equal Details Tab
 - Enter Zero's where appropriate

Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:

Details Contacts Contributions **Budget** Communities Narrative Upload Submit Create PDF

Grant Application Budget

Budget Item	Grant Funded	Contribution Funded	Notes
Contractual, Consultant fees			
Equipment			
Labor (Salary, Fringe)			
Other			
Training			
Supplies			
Rent / Occupancy			
Travel			
Indirect			
Subtotal:	\$0.00	\$0.00	

1 - 7 of 7 items

Total Budget: \$0

Warning! Total Budget amount entered is not equal to Total Project Cost amount in previous application detail page.

Application (Step by Step)

Step 7 - Fill out the Budget section (cont.)

APPENDIX A: BUDGET CATEGORIES

Contractual, Consultant Fees	All project expenses for work performed by a contractor or consultant. A contractor is a legal entity contracted to provide goods and services within normal business operations, provides similar goods or services to many different purchasers and operates in a competitive environment. Examples: legal services, accounting services, professional facilitation services, curriculum developer. Any materials supplied by a contractor should be included here.
Training	Costs associated with training provided to employees or other individuals responsible for carrying out project activities, where the training received is necessary for or provides a direct benefit to project implementation.
Rent / Occupancy	Facility rental or occupancy costs. Where the expense is necessary for project implementation.
Equipment	All items (including information technology systems) with a useful life of more than one year and a per-unit acquisition cost of \$10,000.
Supplies	All items with <u>per-unit</u> acquisition costs of less than \$10,000. Supplies are generally consumed during the performance period.
Labor (Salary, Fringe)	Actual labor expenses, including fringe benefits, of the grant recipient. This category is limited to direct personnel expenses only.
Travel	Grantee's travel expenses related to the project supported by internal travel policy documentation.
Other	Direct costs for items required for the project which do not clearly fit into other categories and may not be included in indirect costs. Please provide details in the notes.
Indirect Costs	Costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Entities that do not have a current Federal negotiated indirect cost rate may elect to charge a de minimis rate of up to 15 percent of modified total direct costs.

2 CFR 200.1 “Modified Total Direct Cost (MTDC)”

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.

Application (Step by Step)

Step 8- Enter in Communities

Enter the County/Counties and municipalities to be served by the project

Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:

Details Contacts Contributions Budget **Communities** Narrative Upload Submit Create PDF

Grant Application Communities Served

+ Add new record

County	Municipality
-- Choose County --	-- Choose Municipality --

Save Cancel

The County Code field is required. The Municipality ID field is required.

1 - 1 of 1 items

Tip:
if project is to serve
entire county,
select county
within
"Municipality List"

Not reviewed for merit. Part of Project Description

Application (Step by Step)

Step 9- Answer all Narrative questions

- ❖ 14 questions for Track 1
- ❖ 13 questions for Track 2
- Answer every question
- Save before advancing to the next page
- Character limits on all fields
- Not possible to copy/paste formatting or images, only text
- For any questions:
Tool Tip > App Instructions > Email Inquiry

Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:

[Details](#) [Contacts](#) [Contributions](#) [Budget](#) [Communities](#) **[Narrative](#)** [Upload](#) [Submit](#) [Create PDF](#)

Grant Questions

Page 1 of 5

The narrative question box can be expanded by dragging the lower right hand corner of the box.

1 Eligibility: Type of entity of applicant. [Application Instructions](#)

Remaining Characters: 300

2 Applicant Overview: Briefly describe the lead applicant's organizational leadership and capacity, history, mission, program or services, and current geographic area(s) of focus and target communities or populations.

Remaining Characters: 3000

3 Partnership or Collaboration: Does the proposed coalition include any partnership or collaboration or identified coalition members? If yes, describe each entity involved and their defined roles in the coalition?

Remaining Characters: 3000

Save any changes before navigating to different page.

[1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

[Back to Application Setup](#)

Application (Step by Step)

Step 10- Review, Validate and Submit

Grant Type: DEC – Digital Equity Capacity Grant | Grant Name: DEC Track 2: Digital Opportunity Coalitions | Grant Year: 2025 | Project:

[Details](#) [Contacts](#) [Contributions](#) [Budget](#) [Communities](#) [Narrative](#) [Upload](#) [Submit](#) [Create PDF](#)

Validate Application

If required fields are not completed, errors will appear on this page when you click "Validate Application". Please correct all errors that appear on this page and validate again when ready. If there are no validation errors, a "Submit Application" button will appear and the application can be submitted.

[Validate Application](#)

- Review your application for accuracy and completeness.
- Go to submit tab, click 'validate'

Validate Application	
Validation Errors	
Export to Excel	
Section Name	Validation Message
▼ Section: 2. Contact Tab	
Contact Tab	Missing primary contact - At least one "Primary" contact, is required.
▼ Section: 3. Contribution Tab	
Contribution Tab	No contribution record, Recipient and Partner Contribution Amount on detail tab must be 0.
▼ Section: 4. Budget Tab	
Budget Tab	Contractual, Consultant fees - Grant Fund OR Contribution Funds must be 0 or greater than 0.
Budget Tab	Equipment - Grant Fund OR Contribution Funds must be 0 or greater than 0.
Budget Tab	Labor (Salary, Fringe) - Grant Fund OR Contribution Funds must be 0 or greater than 0.

Application (Step by Step)

PSC Grants System – Create PDF Page

- You can export a PDF version of the document for your own filing
- Available while drafting application, or after submission
- Do not upload this PDF to ERF, your application is automatically uploaded

Grant Type: DEC – Digital Equity Capacity Grant | **Grant Name:** DEC Track 2: Digital Opportunity Coalitions | **Grant Year:** 2025 | **Project:**



Details



Contacts



Contributions



Budget



Communities



Narrative



Upload



Submit



Create PDF

Create PDF

You can create a PDF of your application to share with your team for review. This PDF is for reference only and cannot be submitted as a grant application. Click the 'Create PDF' button to create a copy.

Create PDF

Application (Step by Step)

Common Errors

- General typos, often with dates or company names
- Missing answers
- Budget: put zeros if no amount in that category. Read the budget category definitions in Appendix A.
- Not submitting the form electronically through the online Grant System

Best Practice

- Review the App Instruction + [PSC Grants System User's Guide](#) before applying
- Start early to filling out your application!
Deadline May 20, 1:30PM CT
- Review your application before submitting

Section III: **AWARD PROCESS**

Awarding Process & Timeline

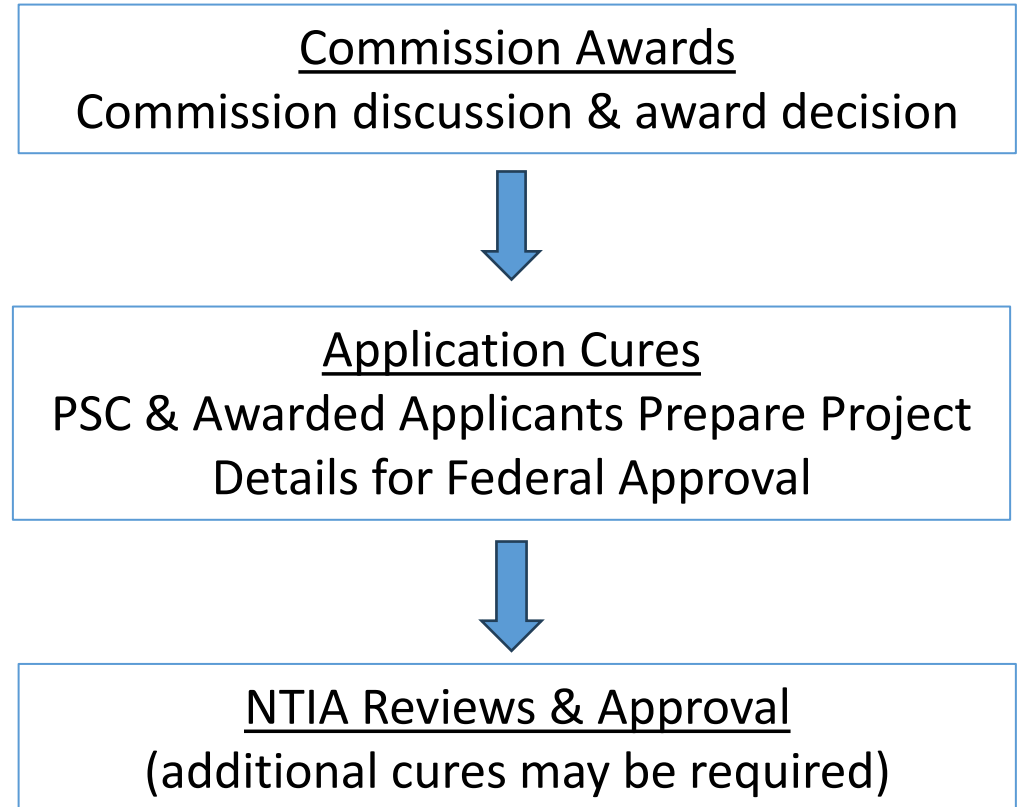
Commission Awarding Process

The items that the Commission considers to make its grant award decision consists of the following :

- Grant applications
- Merit ranking of the grant applications prepared by a preliminary evaluation committee
- Discussion memo prepared by Commission staff (advisory only)

The Commission meets in an open session to discuss the record and to decide which applications should be awarded grants.

Awarding Timeline:



Awarding Process – Scoring

Merit Criteria - Track 1: Digital Navigators	<i>Max Points</i>
Organizational Capacity and Experience	10
Digital Navigators Plan	15
Trusted Relationship with Target Population	15
Project Design and Goals	10
Alignment with Digital Equity Plan	10
Financial and Operational Capacity	10
Budget	10
Overall Project Merit Score	7-80

**Track 1 =
80 points
total**

Awarding Process – Scoring (cont.)

<i>Merit Criteria -</i> Track 2: Digital Opportunity Coalitions	<i>Max Points</i>
Organizational Capacity and Experience	10
Coalition Plan	15
Trusted Relationship with Target Population	15
Project Design and Goals	10
Alignment with Digital Equity Plan	10
Financial and Operational Capacity	10
Budget	10
Overall Project Merit Score:	7-80

**Track 2 =
80 points
total**

Federal Awarding Process

Awarding Timeline:

Commission Awards

Commission discussion & award decision



Application Cures

PSC & Awarded Applicants Prepare Project
Details for Federal Approval



NTIA Reviews & Approval

(additional cures may be required)

Each applicant awarded by the Commission must:

- Register on **SAM.gov** and obtain a Unique Entity Identifier (**UEID**).
- Work with PSC staff to complete a **Human Subject Research** determination.
- Work with PSC on **procurement processes**, as applicable to the project.
- Work with PSC staff to ensure any contracts, subgrants, cooperative agreements, etc. are federally compliant.

The Digital Equity Act of 2021 has placed significant emphasis on funding projects that produce measurable results that are aligned with the goals in the State Digital Equity Plan.

To ensure alignment with the Plan and consistent measurements across projects, the PSC will work with an external evaluator for all grant projects.

Grant recipients will be required to work with the external evaluator.

Where to find information and resources related to the Wisconsin Digital Equity Capacity Grant Program

Visit [PSC's DEC webpage](#) for a variety of up-to-date resources:

- PSC's DEC Webpage: <https://psc.wi.gov/Pages/ServiceType/Broadband/CPFIInfrastructure.aspx>
- Application Instructions: <https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=535896>
- PSC Grants System User Guide: <https://psc.wi.gov/Pages/GrantsSystem.aspx>
- **Reminder: last day for emailing questions and requests for clarification on application instructions is APRIL 15, 2025!**

DEC Docket on the Electronic Records Filing System (ERF)

- 5-DEC-2025:
<https://apps.psc.wi.gov/ERF/ERFsearch/content/searchResult.aspx?UTIL=5&CASE=DEC&SEQ=2025&START=none&END=none&TYPE=none&SERVICE=none&KEY=none&NON=N>
- ERF Home page: <https://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx>

For any contact: PSCDigitalEquityCapacityGrant@wisconsin.gov



Questions

PSCDigitalEquityCapacityGrant@wisconsin.gov

Wisconsin Digital Equity Capacity Grant Program