ARPA Broadband Access Grant Program
Quarterly Reporting Instructions

Introduction

Quarterly reports have been individually customized for each of your ARPA broadband access projects. They may look similar to you because they build off the templates from previous state grant rounds, but they contain different questions, and they must be submitted once per fiscal year quarter. The quarterly reports inform the Public Service Commission of Wisconsin ("PSC") of the status of your project. As you complete the report, please provide thorough answers where applicable. As a reminder, **regardless of whether you submit a reimbursement request for the quarter, you must submit a quarterly report**.

If you have any questions on how to complete the quarterly report, please contact us at PSCFederalBroadbandGrantReimbursement@wisconsin.gov.

Timeline

- Quarterly reports are due 10 days after the quarter ends at 4:00 PM CST and must be filed in the electronic records filing system, or ERF.
- If the tenth day falls on a Saturday or Sunday, the due date will be the Friday prior at 4:00 PM CST.
- The due dates can be found on the following page. Please keep in mind that these dates are subject to change. We will notify you of any changes via email.
- Reports will be accepted starting the month the quarter ends. For example, if the quarter ends on September 30th, reports can be submitted at any point between September 1st and the report due date. Any reports submitted prior to this will not be accepted and will need to be refiled within the appropriate timeline.

Deadline Schedule

Year	Quarter	Start of Quarter	End of Quarter	Report Due Date
2022	2	April 1st	June 30th	**July 8th**
	3	July 1st	September 30th	**October 10th**
	4	October 1st	December 31st	**January 10th**
2023	1	January 1st	March 31st	**April 10th**
	2	April 1st	June 30th	**July 10th**
	3	July 1st	September 30th	**October 10th**
	4	October 1st	December 31st	**January 10th**
2024	1	January 1st	March 31st	**April 10th**
	2	April 1st	June 30th	**July 10th**
	3	July 1st	September 30th	**October 10th**
	4	October 1st	December 31st	**January 10th**

How to Complete the Form

Section 1: Project Identifiers

This section houses general identifying information about your project. Most of the data for this section will be prepopulated. The prepopulated data includes the grantee name, the project name, the grant round, and the award universal identification number ("AwUID"). The AwUID is an internal identification number used by the PSC.

- **The data that you must enter is *Box 5, Report Period*.** Click in the box, and a dropdown menu will appear, allowing you to select the specific quarter that you are reporting for. It will also display the deadline for the quarterly report.

Section 2: Status Update

This section requests data regarding your project timeline, contractors, and overall match.

- **Question One**: *On what date did construction of the project commence?* Enter a date using the following format: MM/DD/YYYY. If construction has not begun, please leave this blank.

- **Question Two**: *What is the estimated percentage of completion?* Provide an estimate of project completion as a decimal. For example, if your project is 50% completed, please enter "0.5" as the answer. It will autoformat to 50%. The answer will range from 0.00-1.00. A project is considered completed once all construction is finished and service is available to customers. If you left question one blank (indicating that construction has not begun), do NOT enter anything but 0 here.

- **Question Three**: *What is the estimated completion date for the project?* Enter an estimated date of completion using the following format: MM/DD/YYYY. Make as accurate an estimate as you can.

- **Question Four**: *Is the project experiencing a delay that might mean missing the schedule milestones stated in the grant application?* Enter "Yes" or "No" using the drop-down box.
  - **Question 4.a**. If you selected "Yes," please provide an explanation in 4.a. If "No," please enter "N/A."

- **Question Five**: *Have any new contractors started on this project since your last report?* Enter "Yes" or "No" using the drop-down box.

- o **Question 5.a**. If you added new subcontractors, your Affirmative Action form DOA-3023 must be updated and resubmitted to PSCFederalBroadbandGrantReimbursement@wisconsin.gov to reflect the new changes. *Only once you resubmit the form* can you select the box in 5.a., confirming you have completed the necessary documentation. If you did not add new subcontractors during this reporting quarter, leave this checkbox blank.

- **Question Six**: *To date, how much in grant recipient and third-party cash and in-kind matching funds have been spent?* Calculate the total cash and in-kind matching funds used or spent. This should only include recipient and third-party matching funds that you do NOT plan on claiming for reimbursement.

Note: For this section, the *only* question for which you may answer Not Applicable, or "N/A," is question 4.a. (if there has not been a delay in the project).

Section 3: Contribution Log

This section asks you to input data regarding any third-party cash or in-kind contributions that you received ONLY FOR THE CURRENT REPORTING PERIOD.

- Examples of contributions may include permit fee waivers, equipment, cash contributions, etc.
- If there were more than 5 contributions, please create another page on the form and answer the question in a similar format, including all 4 of the columns below.

Section 4: Certification

- Enter the contact information for the individual submitting the report.
- In this format, enter the date the report is being submitted: MM/DD/YYYY.
- Keep in mind that the individual whose name appears here is certifying that the report is complete, accurate, and that they have the authority to submit the report on behalf of the agency subrecipient.

Please review your report for errors before submitting. If we notice an error in your report, we will ask you to make corrections and resubmit to ERF. Common errors to watch out for include:

- General typos, often with dates.

- Certification dates taking place after report submission.

- Missing answers to required questions.

- Indicating construction has not started but listing a % completed.

- Not completing the form electronically. The form has built-in checks to make sure answers are reported in the correct format. The form should be completed in Word and saved as a PDF before submission.

- Listing the incorrect quarter in the description or on your reporting form.

- Listing the incorrect match amount for question 6. Only MATCHING funds should be reported here. NOT spending that has been/will be reimbursed through the grant.

How to Submit Documentation to ERF

- **Convert the completed Word document into PDF Format.** You will NOT be able to upload a Word document onto ERF.

- Access ERF here.

- Click on "ERF Upload Documents."

- Enter in or create your login and password. (See the Quick Reference Guide for information on creating an account or resetting your password.)

- Under the "Upload Documents" heading on the left side, select "Public."

- Make sure "Existing Docket" is selected, and then input "5-BF-2022" into the docket table. Click "Check Docket."

- Choose "Report" as the docket type.

- Choose the PDF file you want to submit.

- Enter the description. The description should be in the following format:
  - ARPA Quarterly Report, Award UID: FYXX-QX – Agency Name – Project Name
  - Example: ARPA Quarterly Report, Award 123: FY22-Q3 - ACB, LLC - Town of XYZ

- Click "Upload."

Confidentiality

- If you wish to designate any portion of the report as confidential, please select "Confidential" instead of "Public" when you are on the ERF Upload Documents Page. Enter the necessary information, and then you can continue with submitting the file.