

Last update: 10/27/2023

# ARPA Location Data Submission Instructions

## Instructions

The “ARPA Location Data” file has been provided for reporting location data related to your 2022 ARPA Broadband Access Grant Program-funded project(s). You must report data for **all locations** that can be served by the grant-funded project (not just subscribers). Follow the schema outlined in the “ARPA Location Data” spreadsheet.

All columns marked “Required” need to be completed. If any of these cells are left blank your submission will be considered incomplete and sent back for revision.

Send the completed file to [PSCFederalBroadbandGrantReimbursement@wisconsin.gov](mailto:PSCFederalBroadbandGrantReimbursement@wisconsin.gov)

## Field Descriptions

### **Project Name – Required**

*This will be pre-populated by the PSC.*

### **Project Identification Number – Required**

*This will be pre-populated by the PSC.*

### **Fabric ID Number – Required**

*This field will be pre-populated with BSLs based on PSC data associated with your project.*

Enter in any Broadband Serviceable Location (BSL) ID Numbers that were built to that are not on this list (location status = “Built: BSL ID Added”. See Location Status for more information).

Make sure that you have a signed license with CostQuest allowing you to share BSLF data.

For more information on completing a license agreement and accessing BSLF data, reach out to CostQuest directly at [IFAsupport@costquest.com](mailto:IFAsupport@costquest.com).

### **Location Status – Required**

Last update: 10/27/2023

Enter the Location Status for each reported location. The status options are:

- Built – Select this for any listed BSL IDs that were built to as part of this project.
- Built: No BSL ID – Select this for any locations that were built to as part of this project that do not have a BSL ID associated with them.
- Built: BSL ID Added – Select this for any locations that were built to as part of this project that have a BSL ID which is not on the list provided.
- Not Built – Select this for any listed BSL IDs that were not built to as part of this project.
- Other: Only choose this if the location truly does not fall under any of the previous options.

### **Location Latitude – Conditional**

*This column should only be completed for locations with the “Built: No BSL ID” status.*

Enter the latitude data for the location to which service is installed.

The highly preferred and Treasury-encouraged method for generating latitude/longitude data for each location to which service is to be installed is through the use of a commercially available GPS-encoded device physically present at the location. More guidance regarding this preferred method, Geolocation with GPS in the Field, can be found in Geolocation Methods (<https://www.usac.org/wp-content/uploads/high-cost/documents/Tools/HUBBGeolocationMethods.pdf>).

**Please note:** The latitude/longitude data for each location to which service is designed to be installed should be situated at the structure that is the broadband serviceable location.

### **Location Longitude – Conditional**

*This column should only be completed for locations with the “Built: No BSL ID” status.*

Enter the longitude data for the location to which service is installed.

The highly preferred and Treasury-encouraged method for generating latitude/longitude data for each location to which service is to be installed is through the use of a commercially available GPS-encoded device physically present at the location. More guidance regarding this preferred method, Geolocation with GPS in the Field, can be found in Geolocation Methods (<https://www.usac.org/wp-content/uploads/high-cost/documents/Tools/HUBBGeolocationMethods.pdf>).

Please note: The latitude/longitude data for each location to which service is designed to be installed should be situated at the structure that is the broadband serviceable location.

Last update: 10/27/2023

### **Technology Type at Location – Required**

*This will be pre-populated by the PSC as “1. Fiber”.*

If the actual technology type used is different from fiber, please select one of the following options:

- “1. Fiber”
- “2. Coaxial Cable”
- “3. Fixed Wireless”
- “4. Other”

### **If Other, Specify (Actual) – Conditional**

*This will be pre-populated by the PSC as “NA”*

If “4. Other” is selected for Technology Type, please explain in the textbox provided.

### **Location Type – Conditional**

*This column should only be completed if the location is a Community Anchor Institution, OR the location falls under the “Built: No BSL ID” status.*

Please select one of the following options from the following:

- “1. Residential”
- “2. Business”
- “3. Community Anchor Institution”

The definitions for these location types are:

**Residential**: A residential location is defined as a location that is or contains “housing units” or “group quarters” (as defined below). If a single housing unit (i.e., apartment) in a residential unit (i.e., apartment building) has subscribed, you should count the entire apartment building as one residential unit subscribed. A single family, multi-apartment complex, condo, group quarter, and farms *with residence on site*, are all considered Residential.

**Business**: A business location is defined as a non-residential structure on a property without residential locations that would expect to demand internet access services. Only report the locations of businesses that you would expect to demand mass market broadband Internet

Last update: 10/27/2023

access service, which typically are small businesses. You should not report the locations of larger businesses that purchase or would be expected to purchase dedicated high-capacity transmission services, such as business data services (also known as special access).

**Community Anchor Institution:** A community anchor institution means an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

### **Housing Units at Location – Conditional**

*This column should only be completed for locations with the “Built: No BSL ID” status.*

If Location Type is equal to “1. Residential”, provide the number of housing units at this location.

A housing unit is defined as a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building, and which have direct access from the outside of the building or through a common hall. For example, an apartment building with 10 apartments counts as ONE residential location, but 10 housing units. *Please note, the number reported for housing units should be equal to or greater than the number for residential units.*

### **Speed Pre-Investment – Required**

*This will be pre-populated by the PSC as “Below 25/3 Mbps”.*

### **Maximum Download Speed Offered at Location Post-Investment – Required**

Provide the maximum download speed offered/advertised at this location.

### **Maximum Download Speed Delivered at Location Post-Investment – Required**

Provide the maximum download speed delivered at this location as confirmed by speed tests at the location, conducted upon completion of the construction and initiation of operations. Speed tests should be conducted in a manner consistent with industry best practices to account for the actual speeds delivered during peak use times in the given area.

Last update: 10/27/2023

More details regarding the required approach for gathering maximum download speed delivered can be found in the [Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 \(WCB/WTB/OET 2018\) \(Performance Measures Order\)](#); [Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 \(2019\) \(Performance Measures Reconsideration Order\)](#).

Subrecipient providers should test a minimum of 50 service locations or 10% of served locations, whichever is less, over the prescribed two-week period; once results are relatively consistent, export the related results out to populate this column.

### **Maximum Upload Speed Offered at Location Post-Investment – Required**

Provide the maximum upload speed offered/advertised at this location.

### **Maximum Upload Speed Delivered at Location Post-Investment – Required**

Provide the maximum upload speed delivered at this location as confirmed by speed tests at the location, conducted upon completion of the construction and initiation of operations. Speed tests should be conducted in a manner consistent with industry best practices to account for the actual speeds delivered during peak use times in the given area.

More details regarding the required approach for gathering maximum upload speed delivered can be found in the [Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 \(WCB/WTB/OET 2018\) \(Performance Measures Order\)](#); [Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 \(2019\) \(Performance Measures Reconsideration Order\)](#).

Subrecipient providers should test a minimum of 50 service locations or 10% of served locations, whichever is less, over the prescribed two-week period; once results are relatively consistent, export the related results out to populate this column.

### **Latency Delivered at Location Post-Investment – Required**

Provide data describing latency at this location as confirmed by latency tests at the location, conducted upon completion of the construction and initiation of operations.

More details regarding the required approach for gathering latency data can be found in the [Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 \(WCB/WTB/OET 2018\) \(Performance Measures Order\)](#); [Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 \(2019\) \(Performance Measures Reconsideration Order\)](#).

Last update: 10/27/2023

Subrecipient providers should test a minimum of 50 service locations or 10% of served locations, whichever is less, over the prescribed two-week period; once results are relatively consistent, export the related results out to populate this column.

### **Explanation – Conditional**

*Unless the 'Location Status' is 'Built', an explanation will be required.*

- Built – No Explanation needed.
- Built: No BSL ID – Provide a detailed description of the location and an explanation on why it should be considered a Broadband Serviceable Location.
- Built: BSL ID Added – Is this location inside or outside of the original project area? Please describe its proximity to the project area as outlined in your Grant Agreement.
- Not Built – Explain why you did not build to this location. Was it already served before the project? Was it overlooked? Not part of the original plan? Was there some other factor that made building to this location a challenge? Please be as detailed as possible.
- Other: Provide as much information about the location as possible.

If an explanation warrants more than a few sentences, you may provide supplemental documentation for the explanation and reference that documentation in the explanation field of the Location Data spreadsheet.

### **Questions / Submitting**

Send any questions and/or your completed Location Data file to [PSCFederalBroadbandGrantReimbursement@wisconsin.gov](mailto:PSCFederalBroadbandGrantReimbursement@wisconsin.gov)