

Frequently Asked Questions (FAQ) – POST AWARD

Capital Projects Fund – Digital Connectivity & Navigators

5-CPF-2024

Acronyms:

CPF = Capital Projects Fund

GMS = Grants Management System

DCN = Digital Connectivity & Navigators

PSC = Public Service Commission

Quick Links:

CPF-DCN webpage: [PSC Capital Projects Digital Connectivity and Navigators Program \(wi.gov\)](https://www.wi.gov/psc/capital-projects-digital-connectivity-and-navigators-program)

Docket: [5-CPF-2024](#)

FAQ Updates:

Date of update	Content updated:
11/8/24	First publication

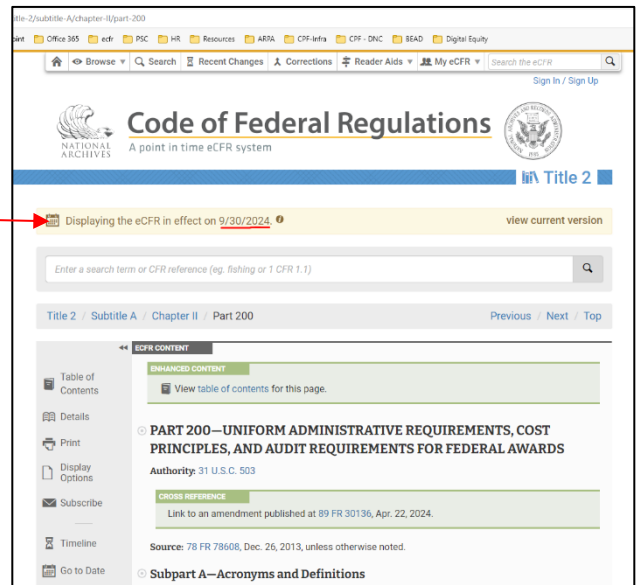
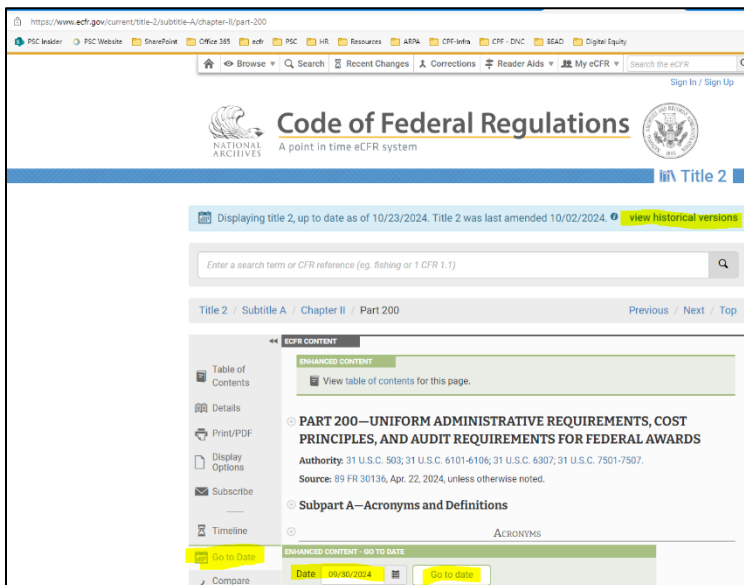
General

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

As of October 28, 2024 the updates do not apply to this award. 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. When referencing Uniform Guidance 2 CFR 200 (ecfr.gov) make sure to use the most recent version available prior to 10/1/24. Please note that the applicability of federal guidance may change and the fact that the October 28, 2024 guidance does not currently apply to this award does not mean that later guidance will not apply.

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](#).

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