



**Capital Projects Fund
Digital Connectivity & Navigators
5-CPF-2024**

Quarterly Reporting

**Robbie Dailey
November 14, 2024**

Objectives

✓ Learn about reporting requirements and how to submit quarterly reports in the Grants System

WHO	This webinar is intended to inform CPF-DCN subrecipient
WHAT	The process for completing required CPF-DCN grant project quarterly reporting
WHERE	Quarterly reporting will be done the PSC Grants System
WHEN	Initial, quarterly, final
WHY	Tracking provides insights and accountability to rules/regs (ARPA-CPF) associated with federal funds

Reporting Overview

Quarterly Reporting

- What type of information is gathered?
- Who is it shared with? And why?
- When are Quarterly Reports DUE?
- What are common issues?
- Where/How do I submit a Quarterly Report?

Reporting in the Grants System

- Step-by-step process
- Question Types

Recap, Resources

Acronyms

CPF = Capital Projects Fund

DCN = Digital Connectivity & Navigators

GMS = Grants Management System

ERF = Electronic Records Filing

GA = Grant Agreement

GS = Grants Specialist



Reporting Overview

Reporting Overview



There are several reports and forms that are required to be completed by the CPF subrecipient related to the CPF Infrastructure project.

Report Type	Where, When	Report/Requirement	Description
Initial Requirements	Where: via email; PSC grants specialist will email with appropriate forms and instructions for completing initial requirements When: after grant agreement is executed; before reimbursements can be dispersed	Attestation of Compliance	A form to be signed and returned attesting to (1.) Authorization to transact business, (2.) One-call & diggers Hotline, and (3.) OSHA
		Affirmative Action	Specific forms required by Wisconsin Dept. Of Administration related to Affirmative action.
		Intake Questionnaire	Questionnaire to be completed by subrecipient to provide general information (15 or so questions).
Quarterly Reporting	Where: PSC Grants System > Reporting Tab When: Quarterly reports are due on the 10th (or 9th) of the month following a quarter's end.	Quarterly Status Report	A questionnaire report providing general project status updates/information.
Other	Where: Email OR PSC Grants System When: Intermittently	Various	Various occasional requirements (ex. Expired UEID, Affirmative action updates, etc.)
Final Reporting	Where: PSC Grants System When: Final reports are due within 30 days of project completion.	Final Status Report	A questionnaire report providing final project status update/information.
		Geospatial Data	An excel document listing all Broadband Serviceable Locations that were served by the project.
		Other	Other general reports/requirements may be requested (ex. PR materials, testimonials, etc.)
Post-Project Reporting	No post-project reporting requirements at time of this presentation. There are – however – records retention requirements as outlined by section 5 of the grant agreement.		

**Other reports may be required occasionally (based on changes to federal or state requirements)

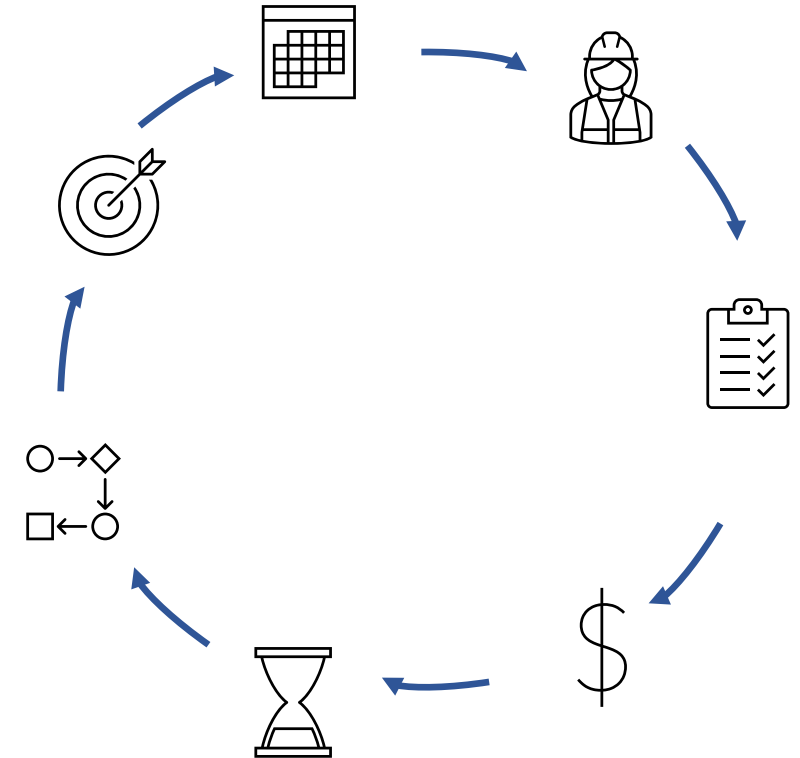


Quarterly Reporting

Quarterly Reporting

What type of information is gathered on a quarterly report?

- General project information
 - ✓ Device acquisition progress
 - ✓ Device deployment progress
 - ✓ Project activity information
 - ✓ Any hurdles/delays the project is encountering
 - ✓ New subcontractors since last report
- Other Information
 - ✓ Quarterly reporting questions may be added or changed over time. Review questions carefully



Quarterly Reporting

Who is the information shared with?



Public Service Commission
The pass-through entity; to monitor progress and keep projects on track to complete on time



Wisconsin Dept. of Administration
The recipient of the federal dollars who has specific reporting requirements to The Treasury.



US Department of the Treasury
The federal administrator of the CPF grant program



The **public** (via ERF)
Quarterly reports are posted to 5-CPF-2024 ERF docket

Why? To track progress, ensure timely outcomes, Federal/State/PSC requirements

Quarterly Reporting

When are Quarterly Reports DUE?

Year	Report	Period Covered	Due Date
2024	2024 Q4 CPF-DCN Quarterly Report	September 20 – December 31	January 10, 2025
2025	2025 Q1 CPF-DCN Quarterly Report	January 1 – March 31	April 10, 2025
	2025 Q1 CPF-DCN Quarterly Report	April 1 – June 30	July 10, 2025
	2025 Q3 CPF-DCN Quarterly Report	July 1 – September 30	October 10, 2025
	2025 Q4 CPF-DCN Quarterly Report	October 1 – December 31	January 9, 2026
2026	2026 Q1 CPF-DCN Quarterly Report	January 1 – March 31	April 10, 2026
	2026 Q2 CPF-DCN Quarterly Report	April 1 – June 30	July 10, 2026
	2026 Q3 CPF-DCN Quarterly Report	July 1 – September 30	October 9, 2026
	Final Report	September 20, 2024 – November 1, 2026	December 1, 2026

- ✓ Quarterly reports are due on the 10th (or 9th) of the month following a quarter's end.
- ✓ Final reports are due by December 1, 2026
- ✓ Access to final reports will be provided by PSC in Q4, 2026.

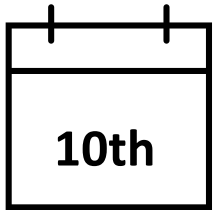
Quarterly Reporting

What are common issues when completing quarterly reports?



Not utilizing the tool tips. Answering the question incorrectly.

- ✓ Read the question and tool tip carefully to fully understand the question.



Submitting the report on time.

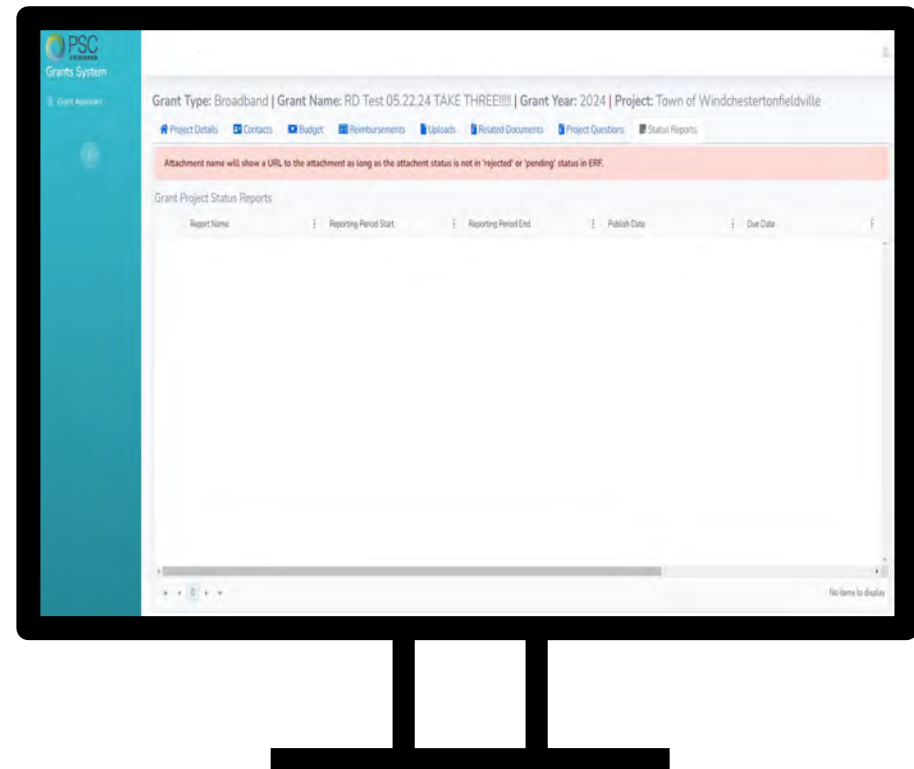
- ✓ Quarterly reports are due on the 10th (or 9th) of the month following a quarter's end.

The reporting process outlined in this presentation is specific to the CPF-DCN grants at the PSC, and does not apply to any other PSC-administered grants

Where/How do I submit a quarterly report?

Quarterly Reports are:

- Accessed
 - Completed (cured)
 - Submitted (re-submitted)
- in the PSC's Grants Management System





Reporting In the Grants System

Reporting in the Grants System

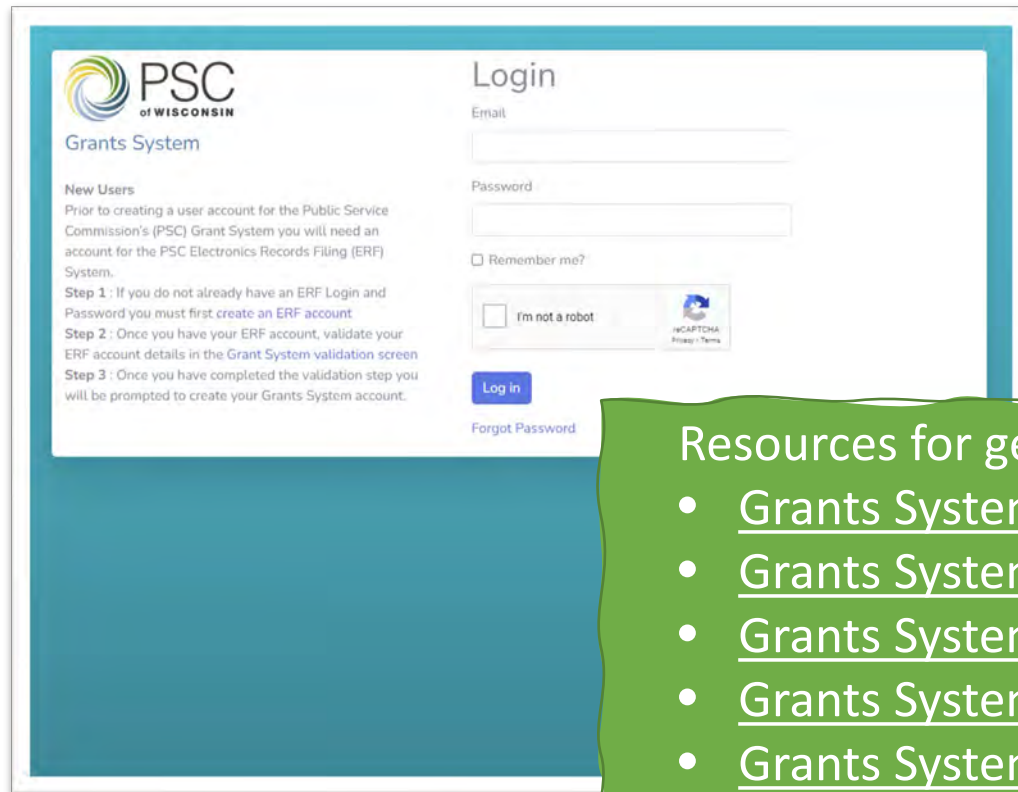
Step-by-Step: 1. Login to GMS

Login Page:

<https://apps.psc.wi.gov/apps/grants/Account/Login?ReturnUrl=%2Fapps%2Fgrants>

CPF-DCN Webpage:

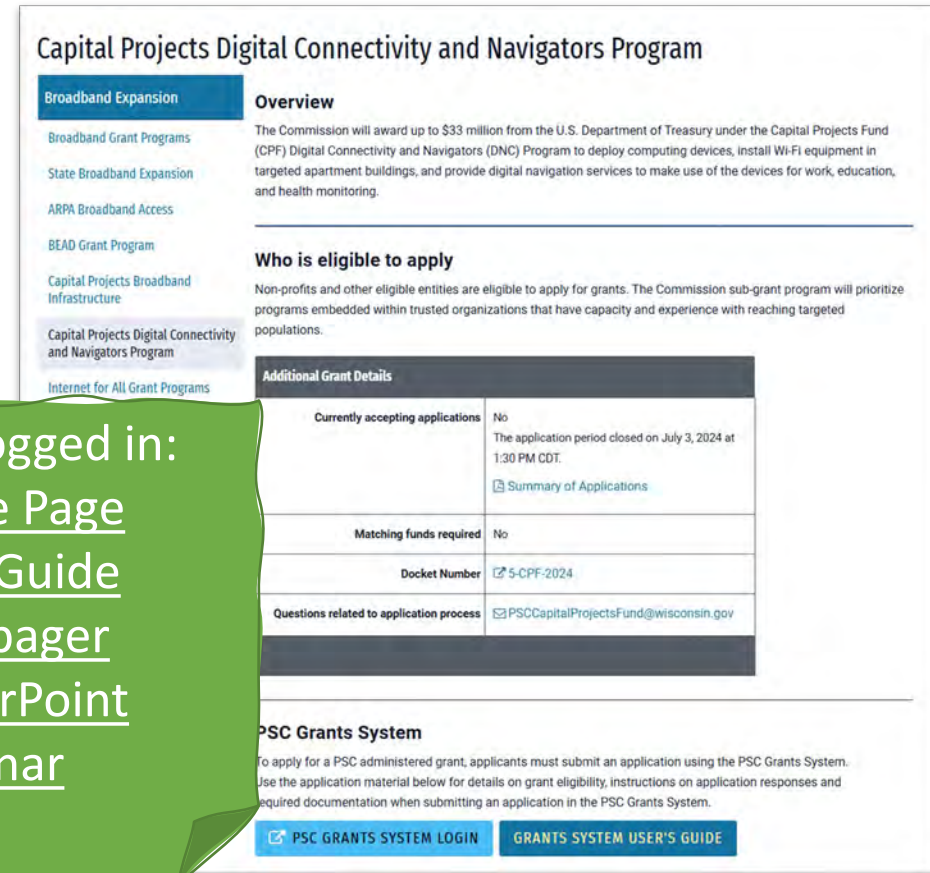
<https://psc.wi.gov/Pages/ServiceType/Broadband/DigitalConnectivityNavigators.aspx>



The screenshot shows the login page for the PSC Grants System. It features the PSC of Wisconsin logo and the text 'Grants System'. There is a 'Login' section with fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a 'Log in' button. Below the login fields is a 'Forgot Password' link. To the left of the login fields, there is a 'New Users' section with instructions on how to create an account. A green callout box is overlaid on the bottom right of the screenshot, containing a list of resources for getting logged in.

Resources for getting logged in:

- [Grants System Home Page](#)
- [Grants System User Guide](#)
- [Grants System One-pager](#)
- [Grants System PowerPoint](#)
- [Grants System Webinar](#)




The screenshot shows the 'Capital Projects Digital Connectivity and Navigators Program' webpage. It features a navigation menu on the left with options like 'Broadband Expansion', 'Broadband Grant Programs', 'State Broadband Expansion', 'ARPA Broadband Access', 'BEAD Grant Program', 'Capital Projects Broadband Infrastructure', 'Capital Projects Digital Connectivity and Navigators Program', and 'Internet for All Grant Programs'. The main content area includes an 'Overview' section, a 'Who is eligible to apply' section, and an 'Additional Grant Details' table. At the bottom, there are buttons for 'PSC GRANTS SYSTEM LOGIN' and 'GRANTS SYSTEM USER'S GUIDE'.

Additional Grant Details	
Currently accepting applications	No The application period closed on July 3, 2024 at 1:30 PM CDT. Summary of Applications
Matching funds required	No
Docket Number	5-CPF-2024
Questions related to application process	PSCCapitalProjectsFund@wisconsin.gov

Reporting in the Grants System

Step-by-Step: 2. Navigate to the Report in the “My Status Reports” section

Click on the “My Status Reports” bar to expand the section

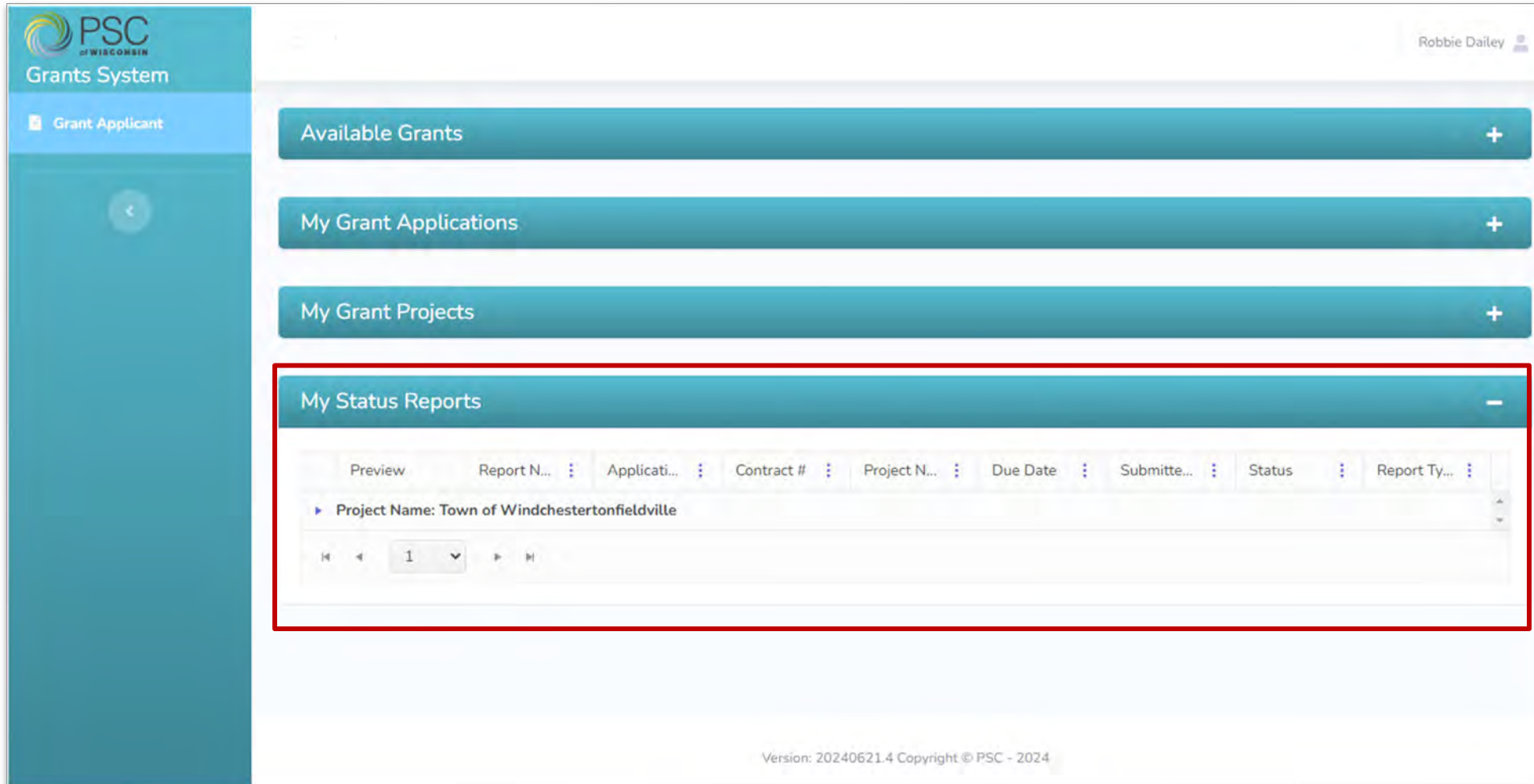


The screenshot displays the PSC Grants System interface. The left sidebar contains the PSC logo and the text 'Grants System' and 'Grant Applicant'. The main content area shows a list of menu items: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'My Status Reports' item is highlighted with a red border and a red arrow pointing to it from the right. The user's name 'Robbie Dailey' is visible in the top right corner. At the bottom, the version information 'Version: 20240621.4 Copyright © PSC - 2024' is displayed.

Reporting in the Grants System

Step-by-Step: 2. Open the “My Status Reports” section

Find and click on the project you are completing the report for.



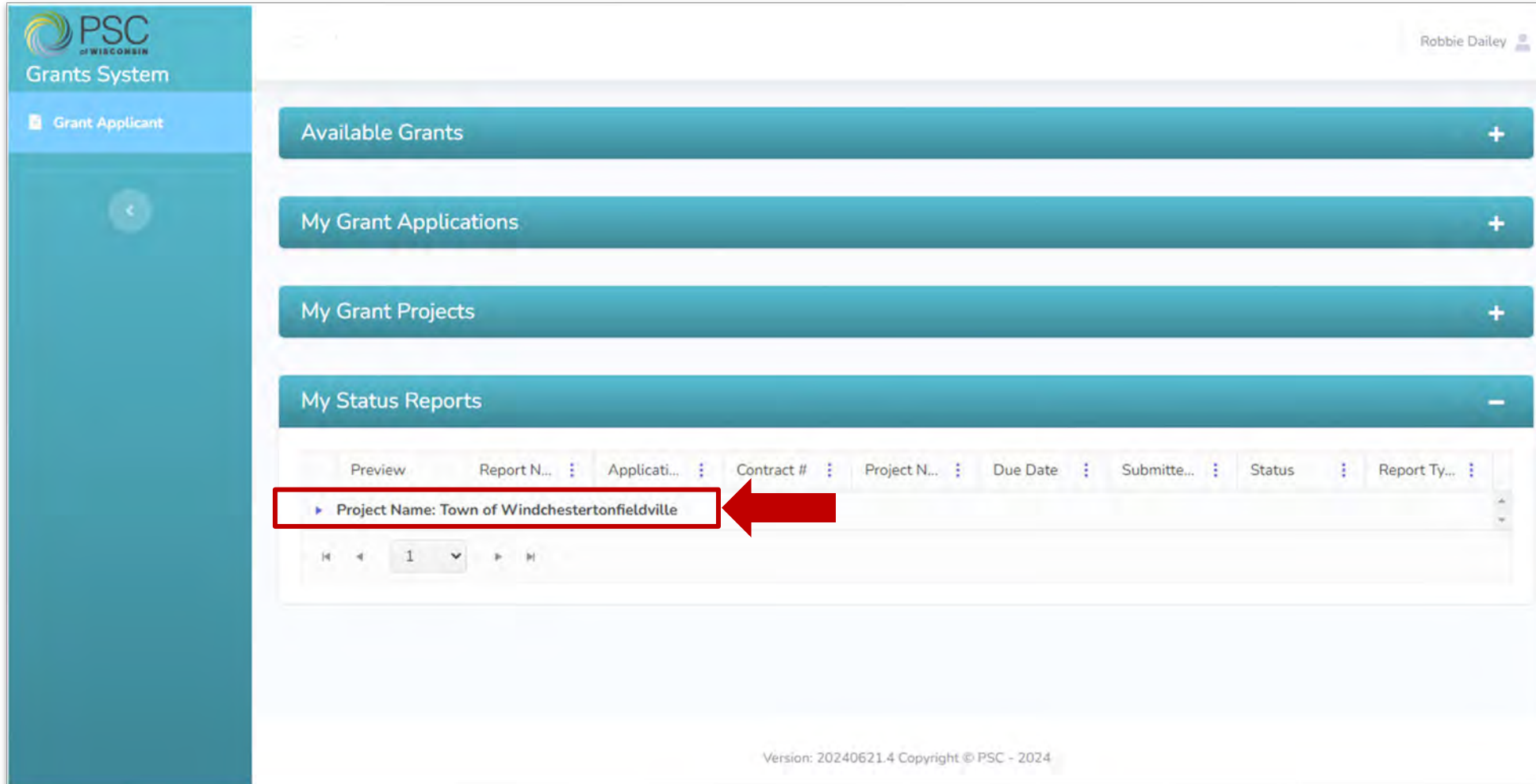
The screenshot displays the PSC Grants System interface. The left sidebar shows the user is logged in as Robbie Dailey and is currently in the 'Grant Applicant' role. The main content area features several menu items: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'My Status Reports' section is highlighted with a red box, and a red arrow points to it from the right. Below the 'My Status Reports' header, there is a table with columns: 'Preview', 'Report N...', 'Applicati...', 'Contract #', 'Project N...', 'Due Date', 'Submitte...', 'Status', and 'Report Ty...'. The first row of the table is expanded to show 'Project Name: Town of Windchestertonfieldville'. Below the table, there is a pagination control showing '1' of 1 items.

Version: 20240621.4 Copyright © PSC - 2024

Reporting in the Grants System

Step-by-Step: 2. Open the “My Status Reports” section

Find and click on the project you are completing the report for.

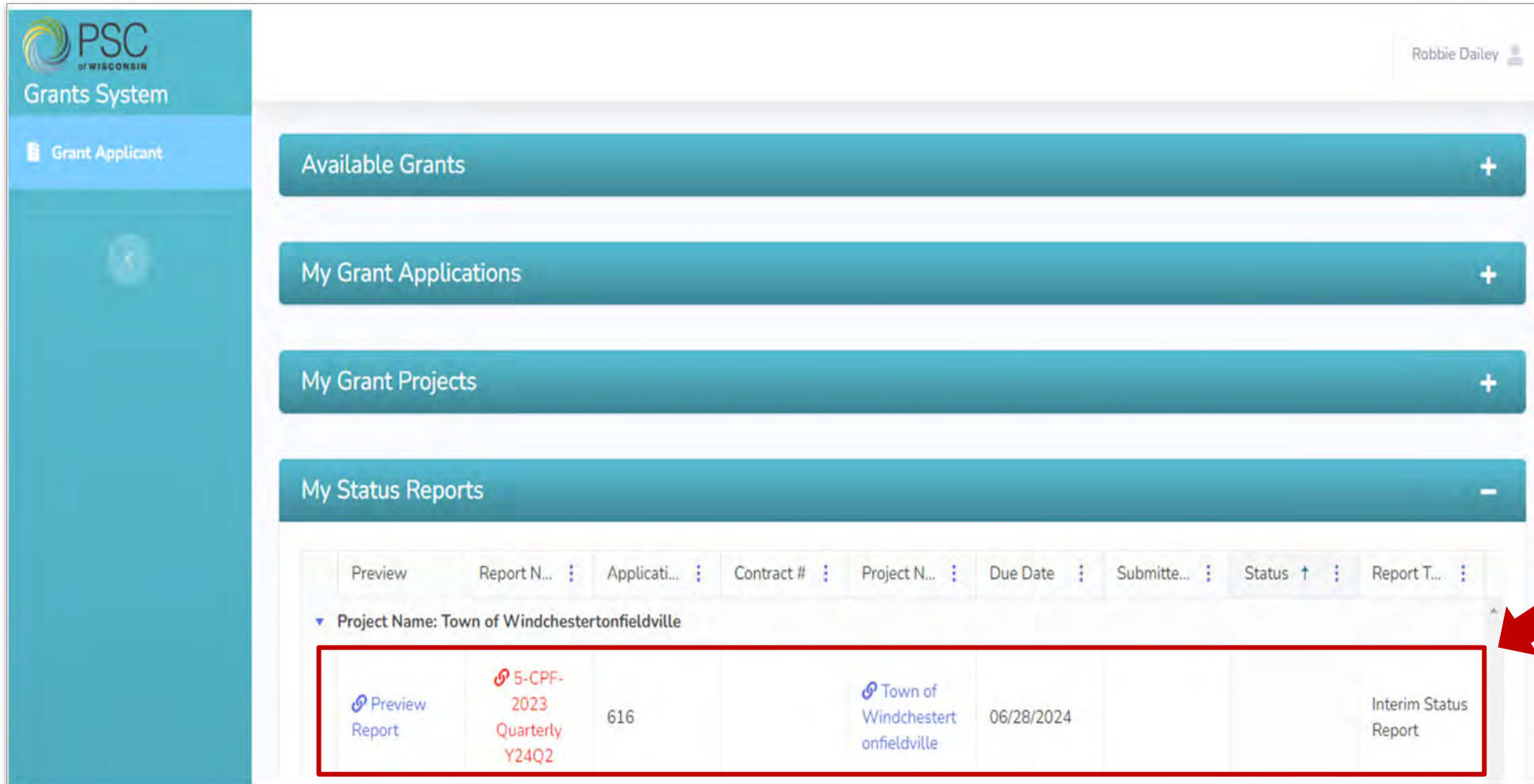


The screenshot displays the PSC Grants System interface. The left sidebar shows the 'PSC of WISCONSIN Grants System' logo and a 'Grant Applicant' menu. The main content area features a navigation pane with four sections: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'My Status Reports' section is expanded, revealing a table with columns: 'Preview', 'Report N...', 'Applicati...', 'Contract #', 'Project N...', 'Due Date', 'Submitte...', 'Status', and 'Report Ty...'. A single row is visible in the table, with the 'Project Name' column containing the text 'Town of Windchestertonfieldville'. This row is highlighted with a red rectangular box, and a red arrow points from the right side of the box towards the project name. Below the table, there is a pagination control showing '1' and navigation icons. At the bottom of the page, the text 'Version: 20240621.4 Copyright © PSC - 2024' is visible. In the bottom right corner, there is a logo for 'Wisconsin Broadband Office' featuring a green map of Wisconsin.

Reporting in the Grants System

Step-by-Step: 2. Open the “My Status Reports” section

Click on Report Name (red text) to open and complete the report. Click Report preview to preview



The screenshot shows the PSC Grants System interface. The left sidebar contains the PSC logo and 'Grants System' text, with a 'Grant Applicant' button. The main content area has a top bar with the user name 'Robbie Dailey'. Below this are four expandable sections: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. The 'My Status Reports' section is expanded, showing a table with columns: Preview, Report N..., Applicati..., Contract #, Project N..., Due Date, Submitte..., Status, and Report T... The table has a dropdown for 'Project Name: Town of Windchestertonfieldville'. A red box highlights the first row of the table, which contains the following data:

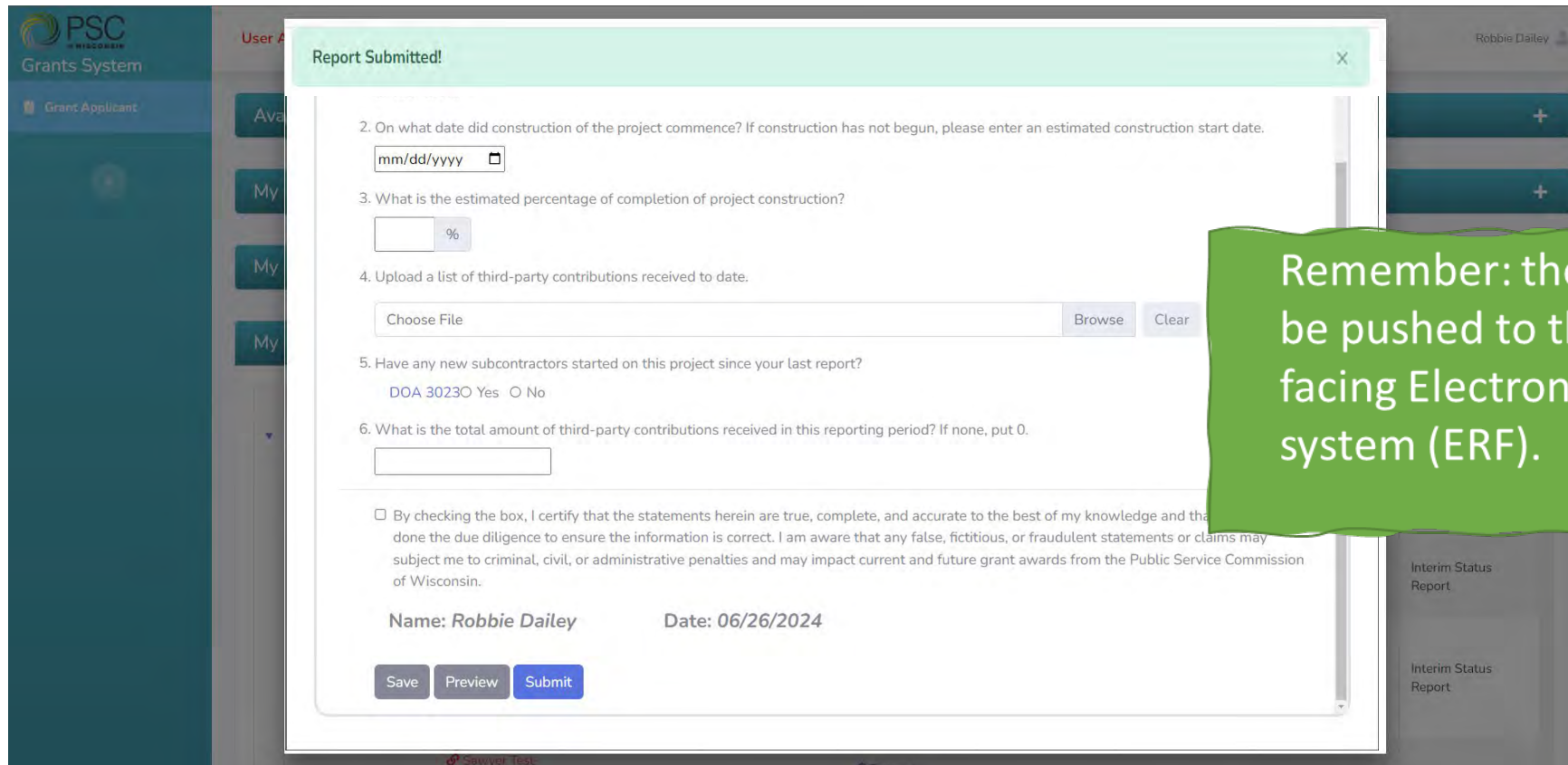
Preview	Report N...	Applicati...	Contract #	Project N...	Due Date	Submitte...	Status	Report T...
Preview Report	5-CPF-2023 Quarterly Y24Q2	616		Town of Windchestertonfieldville	06/28/2024			Interim Status Report

A red arrow points to the 'Interim Status Report' text in the table row.

Reporting in the Grants System

Step-by-Step: 3. Complete the report

Fill in all fields on the report. Certify by clicking checkbox, then Click Submit.



The screenshot shows a web application interface for the Grants System. A modal window titled "Report Submitted!" is open, displaying a form with the following questions and fields:

- 2. On what date did construction of the project commence? If construction has not begun, please enter an estimated construction start date.
- 3. What is the estimated percentage of completion of project construction?
 %
- 4. Upload a list of third-party contributions received to date.
- 5. Have any new subcontractors started on this project since your last report?
DOA 30230 Yes No
- 6. What is the total amount of third-party contributions received in this reporting period? If none, put 0.

At the bottom of the form, there is a certification checkbox: By checking the box, I certify that the statements herein are true, complete, and accurate to the best of my knowledge and that I have done the due diligence to ensure the information is correct. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties and may impact current and future grant awards from the Public Service Commission of Wisconsin.

Below the certification, the user's name and date are displayed: Name: *Robbie Dailey* Date: *06/26/2024*

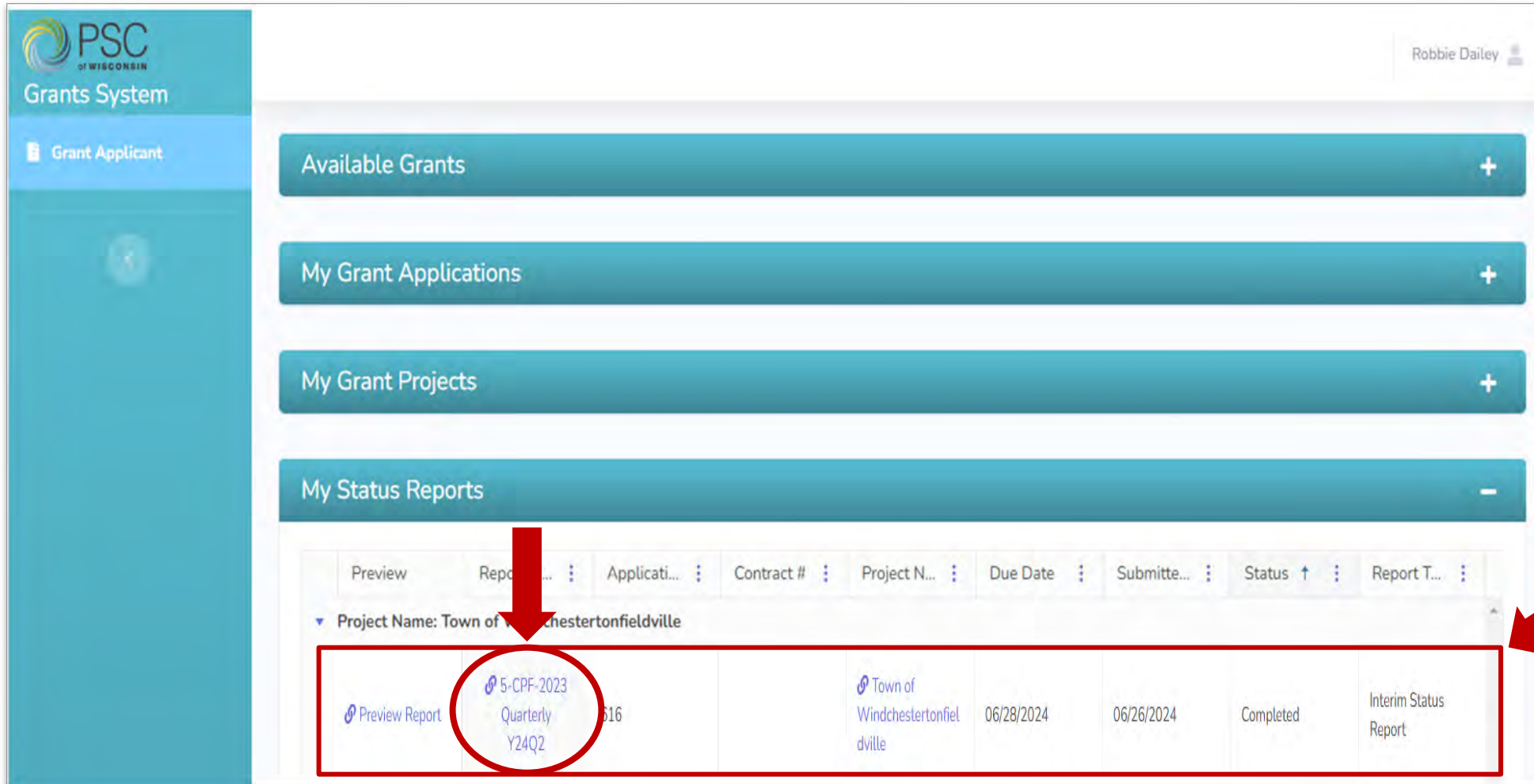
At the bottom of the form, there are three buttons:

Remember: the status report will be pushed to the PSC's public-facing Electronic Filing Records system (ERF).

Reporting in the Grants System

Step-by-Step: 3. Complete the report

Now the report will be blue and have a status of “Completed”.



The screenshot displays the PSC Grants System interface. The left sidebar shows the user is logged in as Robbie Dailey and is viewing the 'Grant Applicant' section. The main content area has a teal header with navigation options: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. Below this is a table of reports. A red arrow points to the 'My Status Reports' header, and another red arrow points to a specific report row. The report row is highlighted with a red border and contains the following information:

Preview	Report	Applicati...	Contract #	Project N...	Due Date	Submitte...	Status	Report T...
Preview Report	5-CPF-2023 Quarterly Y24Q2	16		Town of Windchestertonfiel dville	06/28/2024	06/26/2024	Completed	Interim Status Report

Reporting in the Grants System

Question Types (7)

- Yes/No
- Yes/No/NA
- Numeric
- Narrative
- Short Narrative
- Percentage
- Date

Question Features

- Links
- Uploads

5-CPF-2023 Quarterly Y24Q2

1. Has construction of the project commenced?

Yes No

On what date did construction of the project commence? If construction has not begun, please enter an estimated construction start date.

3. What is the estimated percentage of completion of project construction?

%

4. Upload a list of third-party contributions received to date.

Choose File

5. Have any new subcontractors started on this project since your last report?

DOA 3023 Yes No

What is the total amount of third-party contributions received in this reporting period?
6. If none, put 0.

By checking the box, I certify that the statements herein are true, complete, and accurate to the best of my knowledge and that our entity has done the due diligence to ensure the information is correct. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties and may impact current and future grant awards from the Public Service Commission of Wisconsin.

Name:

Date:

Save

Preview PDF

Submit





Recap, Resources

Recap & Resources



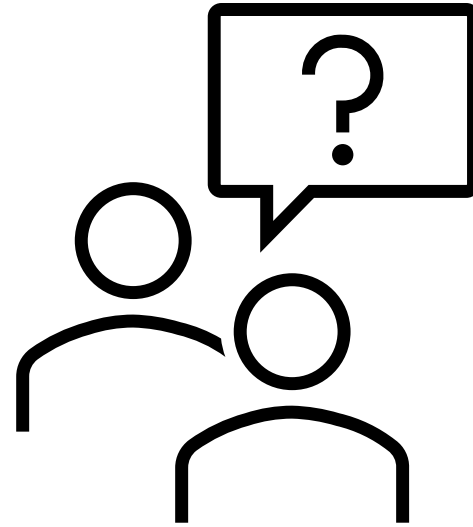
Recap

- ❑ Quarterly reporting is
 - A questionnaire to be completed by subrecipients after each quarter
 - Accessed, completed, submitted via the PSC's Grants Management System
 - Due on the 10th (or 9th) on the month following the end of the reporting period (quarter).

Resources

- ❑ [PSC CPF-DCN Webpage](#)
 - [CPF Infrastructure FAQ](https://psc.wi.gov/Documents/broadband/CPF_DCN-FAQ_Post_Award.pdf)
 - [PSC CPF Inbox](mailto:PSCCapitalProjectsFund@Wisconsin.gov)
- ❑ Grants Management System
 - [Home](https://psc.wi.gov/Pages/GrantsSystem.aspx)
 - [Login](https://apps.psc.wi.gov/apps/grants/Account/Login?ReturnUrl=%2Fapps%2Fgrants)
 - [One Pager](https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystem.pdf)
 - [Power Point](https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystemPowerPoint.pdf)
 - [Webinar](https://register.gotowebinar.com/recording/4881485715608827908)
 - [User Guide](https://psc.wi.gov/Documents/GrantsSystemUsersGuide.pdf)





Questions?



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