



FY23 State-funded Broadband Expansion Grant

Grant Management & Reimbursement Processes

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PUBLIC SERVICE COMMISSION OF WISCONSIN



Where to Start

- Grant system link: <https://apps.psc.wi.gov/apps/grants/Account/Login>
 - Must have an account to submit reimbursement requests & view project information
- Creating a username & logging into the grants system:
 - Step by step instructions: <https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystem.pdf>
 - 3 failed login attempts results in mandatory overnight lockout to log back in
- Project Overview & Submitting Reimbursement Requests in Grant System
 - <https://attendee.gotowebinar.com/recording/1145724534892015191>
 - Be sure to keep contacts tab up-to-date throughout grant term



Goal & Topics for Today

- Requirements & Overview
- Project Status Reports
- Reimbursement Request Form
- Support Documentation & Expense Eligibility
- Provide Grant System Information
- Submitting Your Request
- Amendments
- Payment
- Connecting With Us, Including GIS/Mapping Team
- Geospatial Data Reporting

GOAL: Provide Basis for Grant Management

Definitions

- **BBEG:** Wisconsin's State-funded **Broadband Expansion Grant** program
- **GA:** Grant Agreement, a tool for grant management
 - **Exclusive Funding:** Section 3.2
 - **Eligible Expenses:** Sections 1.4 & 3
 - **Performance Period:** Section 1.10
 - **Project Status Reports:** Use current form on BBEG webpage
 - **Scope & Budget:** Budget & scope proposed in application, as specified in Commission's Order, and memorialized in Attachments A & B of GA
- **Amendment:** Proactive action taken by recipients, pertaining to changes in budget, scope or performance period as defined in GA section 24
- **RR:** Reimbursement request

Definitions

- **AA/Affirmative Action:** Ensures fairness & provides opportunity to everyone in this country, whether it's opportunity for employment or opportunity to bid on government-funded contracts.
- **ERF:** Commission's portal providing open access to records
- **Grant System:** PSC's new online grant management & application portal <https://apps.psc.wi.gov/apps/grants>
- **Match:** contributions to the project by others, which must be supported and be an eligible expense

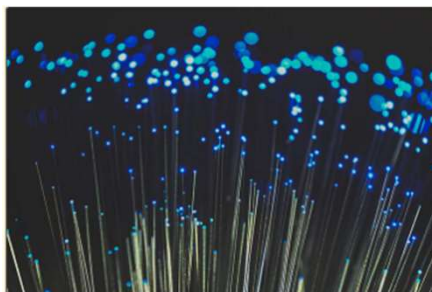
GA is a Tool to help you manage your grant award



Wisconsin & Office Webpage

- Find us on the PSC's website at psc.wi.gov

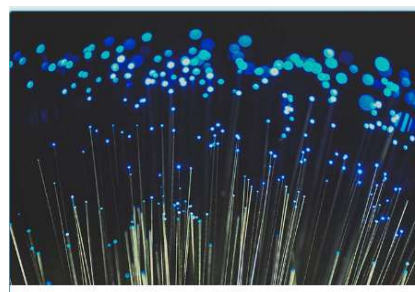
Tile 1



Broadband Expansion

Learn more about broadband grants, planning, and additional broadband resources.

Tile 2



Broadband Grants

Learn about grant opportunities to expand and improve broadband access.

Link 1

Broadband Expansion

Broadband Grant Programs

State Broadband Expansion

ARPA Broadband Access

Return to Broadband Homepage

Scroll To

PSC Grants System or further down to Resources for Current State & Grant Recipients



Affirmative Action Requirements

- Update us when you add new subcontractors
 - [DOA form 3023](#)
 - Within 15 business days of signed agreement
- Affirmative Action resources:
 - [Directions for Grantees and Grantee Subcontractors](#)
 - [Affirmative Action Webinar](#)


Sect. 3.6.4 Executed Contracts Must Be Provided in RR Phase 

Project Status Reports

- Pages 12 & 16 of GA
- **Interim:** Due yearly on April 30 & October 31
- **Final:** No later than 30 days after performance period end
- **Interim & Final:** No payment if not up-to-date on requirements
- **Post:** 1st is due in December the year after project closeout; 2nd is due the following year
 - Subject to claw back of grant funds if not filed
- **Filing method:** File in ERF
- **Use current forms:** Find on [State Broadband Expansion](#) webpage



Reimbursement Process Requirements & Overview

- Submit FY23 Reimbursement Requests in Grant System
 - Requires support documentation
- Can submit weekly (instead of twice per year) 
- Grant Agreement provides details about eligible costs & requirements
- Progress Status Report filing must be up-to-date
- Did you build what you promised? Refer to GA section 9 for requirements on final RRs

PSC's Obligation is to Maintain Program Integrity



FY23 Budget Categories

Contractual, Consultant Fees: All project expenses for work performed by a third-party contractor. A third-party contractor is any entity that is not a signatory to the grant agreement or is not an ISP/Telco. Examples: legal services, cement contractors, tree trimmers, electrician, engineering services, etc. Any materials supplied by a third-party contractor should be included here.

Labor (Salary, Fringe): Actual labor expenses, including fringe benefits, of the grant manager & any ISP/Telco, even if the ISP/Telco is not the owner of the infrastructure. This category is limited to direct personnel expenses only.

Supplies: Supplies means all tangible personal property other than those described by the Equipment category. All items with per-unit acquisition costs of less than \$5,000, regardless of the length of useful life, are considered supplies.

Permitting, Licensing Fees: All permitting & licensing expenses.

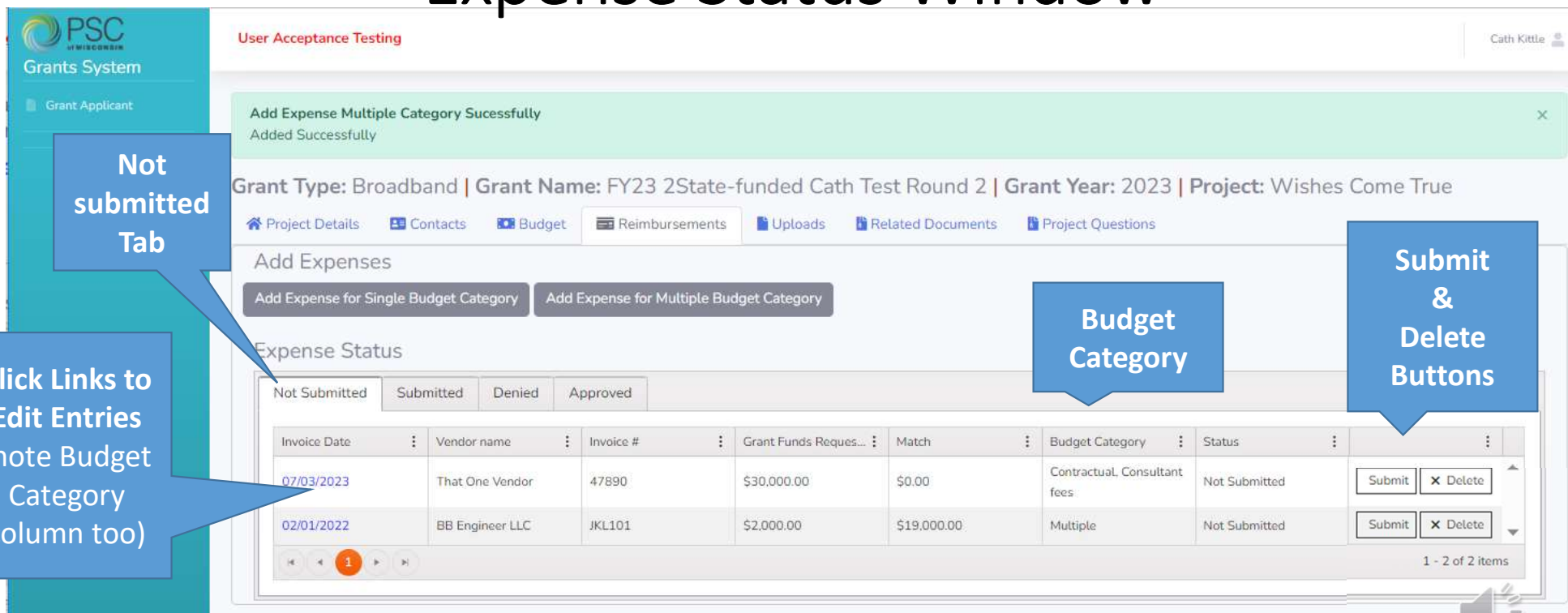
Equipment: Equipment means tangible personal property (including information technology systems) having a useful life of more than one year & a per-unit acquisition cost which equals or exceeds \$5,000.

Travel: Grantee's travel expenses related to the project, including travel expenses of an ISP/Telco regardless of whether the ISP/Telco is or isn't the owner of the infrastructure.

Other: Other expenses not specified above. Please provide details in the notes.



Expense Status Window



User Acceptance Testing Cath Kittle

Add Expense Multiple Category Successfully
Added Successfully

Grant Type: Broadband | **Grant Name:** FY23 2State-funded Cath Test Round 2 | **Grant Year:** 2023 | **Project:** Wishes Come True

Project Details | Contacts | Budget | Reimbursements | Uploads | Related Documents | Project Questions

Add Expenses
Add Expense for Single Budget Category | Add Expense for Multiple Budget Category

Expense Status

Invoice Date	Vendor name	Invoice #	Grant Funds Reques...	Match	Budget Category	Status	
07/03/2023	That One Vendor	47890	\$30,000.00	\$0.00	Contractual Consultant fees	Not Submitted	Submit X Delete
02/01/2022	BB Engineer LLC	JKL101	\$2,000.00	\$19,000.00	Multiple	Not Submitted	Submit X Delete

1 - 2 of 2 items

Can Edit Until Submitted
Expect Communication Upon Denial/Approval

Single Budget Category vs. Multiple Budget Categories

Add Expense ✕

Vendor Name *

Invoice Date *

Invoice # *

Budget Category *

Grant Funds Requested *

Match *

Description *

Maximum allowed file size is 4MB.

Grant Type: Broadband | **Grant Name:** FY23 2State-funded Cath Test Round 2 | **Grant Year:** 2023 | **Project:** Wishes Come True

[Project Details](#) | [Contacts](#) | [Budget](#) | [Reimbursements](#) | [Uploads](#) | [Related Documents](#) | [Project Ques](#)

Add Expense

Budget Category	Grant Funded	Match	Description
Contractual, Consultant fees			
Equipment			
Labor (Salary, Fringe)			
Other			
Permitting, Licensing fees			
Supplies			
Travel			

Vendor Name *

Invoice Date *

Invoice # *

Maximum allowed file size is 4MB.

All fields minimally require a \$0 or n/a entry.

Reimbursement Request Process

- Use Grant System's Reimbursement tab, selecting the correct button
 - *Add Expense for Single Budget Category*, which means one invoice, all for the same budget category
 - *Add Expense for Multiple Budget Categories*, which means one invoice with expenses that fit into multiple budget categories
 - Submit button moves the request to a Grants Specialist, **click submit button(s) only one day per week**
 - Grants system only allows recipients to request up to 90% of their award
 - To request final 10%: email us after submitting final report & final geospatial dataset (GA, section 9)



Recap: Key Concepts Entering Reimbursement Requests

Single Budget Category

One Invoice or entry type

Every item on support document belongs in one budget category (ex: Supplies)

No summarized worksheets—every support doc contains an expense entry in system, no combining of support docs into one file

Multiple Budget Category

One Invoice or entry type

Items on invoice/support document belong in two or more budget categories (ex: Equipment and Permitting Fees)

No summarized worksheets—every support doc contains an expense entry in system, no combining of support docs into one file

Multiple budget categories on one support document means splitting into category-based entries (cannot be expensed using invoice total)

Checks for Duplicate Invoices Happen
Must Resubmit (i.e., Re-enter) Anything That Was Denied

GA Section 3 Entry Examples - Labor

Grant Type: Broadband | Grant Name: FY23 2State-funded Cath Test Round 2 | Grant Year: 2023 | Project: Pick Me Pick Me ck

Project Details | Contacts | Budget | Reimbursements | Uploads | Related Documents | Project Questions

Add Expenses

Add Expense for Single Budget Category | Add Expense for Multiple Budget Categories

Expense Status

Not Submitted	Submitted	Denied	Approved
Invoice Date	Vendor name	Invoice #	
08/28/2023	Material Supplier	LMNOP	
07/31/2023	The Best ISP Around	n/a	

Edit Expense

Vendor Name *
The Best ISP Around

Invoice Date *
07/31/2023

Invoice # *
n/a

Budget Category *
Labor (Salary, Fringe)

Grant Funds Requested *
\$10,546.56

Match *
\$0.00

Description *
Labor: July 10-31, 2023

Replace Receipt

Maximum allowed file size is 10MB.
Uploaded Receipt: 06-Labor (by Employee).pdf

Save

Budget Category	Status	Submit	Delete
Equipment	Not Submitted	Submit	Delete
Labor (Salary, Fringe)	Not Submitted	Submit	Delete

1 - 2 of 2 Items



Support Documentation

- Requirements for support documentation
 - Match requires support, must reflect expenses incurred
 - Legible, no information cut off the original document
 - Upload to system, must be one PDF attachment for each entry
 - Max upload of 10MB!
 - No summarized spreadsheets, each entry must be supported individually
 - Reimbursement entry for each invoice or reimbursement transaction
- Be proactive & provide or else be prepared to explain:
 - Components used in labor rates
 - How inventory is valued & rotated
- We may ask for more support-see GA section 5

What Really IS Acceptable?

- Grant Agreement – Sections 1.4 & 3, but other parts also applicable
- Invoices:
 - Must contain invoice #, vendor/seller, purchasing entity, description of services or items purchased, date of purchase
 - Cannot be a quote nor a purchase order. Nor can it be a simple statement, although an itemized statement could be acceptable.
- Performance Period:
 - Defined in GA & expenses must be within, as may be extended
 - June 8, 2023 to November 30, 2025
 - Work toward project completion within performance period



Ineligible Cost Examples

- Expenses without sufficient documentation
- Over-expensed invoices
 - Quantity doesn't match or doesn't appear to be an inventory purchase
 - Expense entry is greater than support document cost
 - Invoice pertaining to different projects is over-expensed
- Expenses
 - Repairs and maintenance on equipment not directly attributable to of project
 - Covered by a different state or federal award (exclusive funding, sec. 3.2)
 - Not within the GA scope of work, as may be amended
 - Subcontracted expenses for which a recipient is not able to provide an executed contract



Eligible Costs¹ Summary

Expenses that are:

- (1) not covered by any other federal or state funding;
- (2) auditable by the Commission;
- (3) directly attributable to activities identified in Attachment B – Project Scope of a recipient’s GA, subject to any amendments to the GA;
- (4) identified in Attachment C – Project Budget of a recipient’s GA, subject to any amendments to the GA; and
- (5) incurred between the date of the Commission’s written Order and the end of the Performance Period defined in GA, as may be amended

¹GA Definitions section 1.4

Budget OR Scope Going Awry?

Budget Adjustment

- No formal paperwork, email us with request
- Move money from category to category up to allowed variance, 20%
- Cannot over expense a category without adjustment

GA Extension Amendment

- Request when needed
- [Amendment Request Form](#)
- Formal document requiring mutual agreement & signatures by both parties

Budget or Scope Amendment

- [Amendment Request Form](#)
- Upload request form to grant system,
- Formal document requiring mutual agreement & signatures by both parties
- Used for changes in overall budget, building plans
- Refer to GA Amendment section, page 9, for details
- Refer to GA, Commission Order copy, page 9 also for scope change details

Amendments Are Never Guaranteed

Final Reimbursement Request Process

- Before requesting final 10% of award, submit:
 - Final Report
 - Always use current form on BBEG webpage:
<https://psc.wi.gov/Pages/ServiceType/Broadband/GrantsStateExpansion.aspx>
 - Send final geospatial data to GIS team (refer to page 12 of GA)
 - PSCBroadbandData@wisconsin.gov
 - Format of spatial data should be shapefile or geodatabase with feature classes. Spatial data should include:
 - (a) the wireline route and/or the location of tower placements; and
 - (b) the locations passed and serviceable (not necessarily subscribed) by the completed project, including the latitude and longitude of the related structure receiving broadband service
 - (c) FCC Broadband Serviceable Location Fabric ID of each structure
- Email us—once above is done—to request final drawdown
 - PSCBroadbandGrantReimbursement@wisconsin.gov



Payment

- Upon authorization by PSC broadband staff
 - Fiscal staff processes & authorizes release of funds
 - Department of Administration (DOA) releases funds
 - But only after 30 days measured from PSC log date
 - Logging occurs between statutory business hours
- 90% max. payout before project complete (GA sec. 3.7)
- Contact PSCDBOMBroadbandPayments@wisconsin.gov for currently approved ACH form



Naming When Contacting Us Via All Methods

- Project Award UID (Unique Identifier) Lookup Table on webpage: <https://psc.wi.gov/Documents/ & /ProjectAwardUIDLookupTable.xlsx>
- Use Award UID (not map label), BBEG, FY23, plus keywords from awardee & project name when:
 - Uploading reports to ERF
 - Emailing the PSC, whether about payments & reimbursements or spatial data
 - If leaving voice mail message

#1005BBEG FY23Best ISP, We Gotta' Have Internet



Connect With Us

- Contact your grants specialists any time about reimbursements or with grant management questions via email:
 - PSCBroadbandGrantReimbursement@Wisconsin.gov
- GA sect. 9 covers geospatial data.
 - Contact GIS staff at PSCBroadbandData@wisconsin.gov
 - With questions about spatial data requirements for your final project reporting , or
 - When submitting data
- <https://lp.constantcontactpages.com/su/Uz6GZis>
- Do not email the federal mailboxes about state-funded grants; always use the naming convention on prior slide



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Broadband Grant Management Resources



ERF PSC Grants WBO Webpages

- [ERF Home](#)
- [ERF User Manual](#)
- [ERF Quick Reference Guide](#)
- [Corporate Account Maintenance](#)
- [ERF FAQs](#)
- [Document Type Definitions](#)

- [All PSC Grant Programs](#)
- [Grant System](#)**
 - [Grant System Login Page](#)
 - [Grant System User Guide](#)
 - [Getting Started-slides](#)
 - [Projects & RR—webinar](#)
- [State-Funded BBEG Program](#)**
- [FY23 Budget Categories](#)**

- [WBO Webpage](#)**
- [Broadband Grant Programs](#)**
- [Consumer Links](#)**
 - Wisc. Internet Self-report (WISER)
 - Internet Discount Finder
 - Broadband Grant Footprint
 - Affordable Connectivity Program (ACP)
- [Broadband Maps Home Page](#)**
- [Governor’s Task Force](#)**
- [Federal Grant Programs](#)**
 - [ARPA](#)
 - [Capital Projects](#)
 - [Internet for All \(BEAD & DEA\)](#)
- [State-Funded BBEG Program](#)**
- [State & Local Broadband Planning](#)**

FORMS

- [Affirmative Action](#)
- [Amendment Request Form](#)
- [Interim Project Status Report](#)
- [Final Project Status Report](#)
- Post Project Status Report (in development)

- [ARPA Grants Email](#)
- [Capital Projects Fund Email](#)
- [State-funded Grants email](#)

And more, peruse the PSC website!





BSEG Grants Specialist Team



Hannah



Cath

GUEST SPEAKERS



Damarr and Robbie



We look forward to working with you!

