



# Grants Management System

## PROJECTS TOUR

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**Public Service Commission of Wisconsin**

May 2026

\*\*\* The Grants System is an evolving software that may change over time and not reflect this presentation exactly \*\*\*



# Scope

- ✓ This webinar is intended for new users of the [Public Service Commission's Grants System](#).
- ✓ This presentation is meant for
  - Those who have been awarded a grant by the Public Service Commission (PSC).
  - Those who already have access to the Grants System.
    - ❖ If you need information about how to access the grants system, please see our previous webinar: Grants Management System (Getting Started).

\*\*\* The Grants System is an evolving software that may change over time and not reflect this presentation exactly \*\*\*



- ✓ This presentation will go over the different areas of the Grants System and how you can manage various aspects of your project(s).
- ✓ The information presented in this webinar can be found in greater detail in the [PSC's Grants System User Guide](#)

## 1. Grants System Landing Page

- Available Grants
- My Grant Applications
- My Grant Projects
- My Status Reports

## 2. Project Tabs; functionality

- Project Details
- Contacts
- Budget
- Expenses
- Milestones
- Uploads
- Related Documents
- Project Questions
- Status Reports

## 3. Resources & Contacts

- Quick Links
  - [GMS Login](#)
  - [GMS User Guide](#)
  - [PSC BEAD Webpage](#)
- PSC BEAD Email:  
[PSCBEADGrants@wisconsin.gov](mailto:PSCBEADGrants@wisconsin.gov)





# Grants System: Landing Page



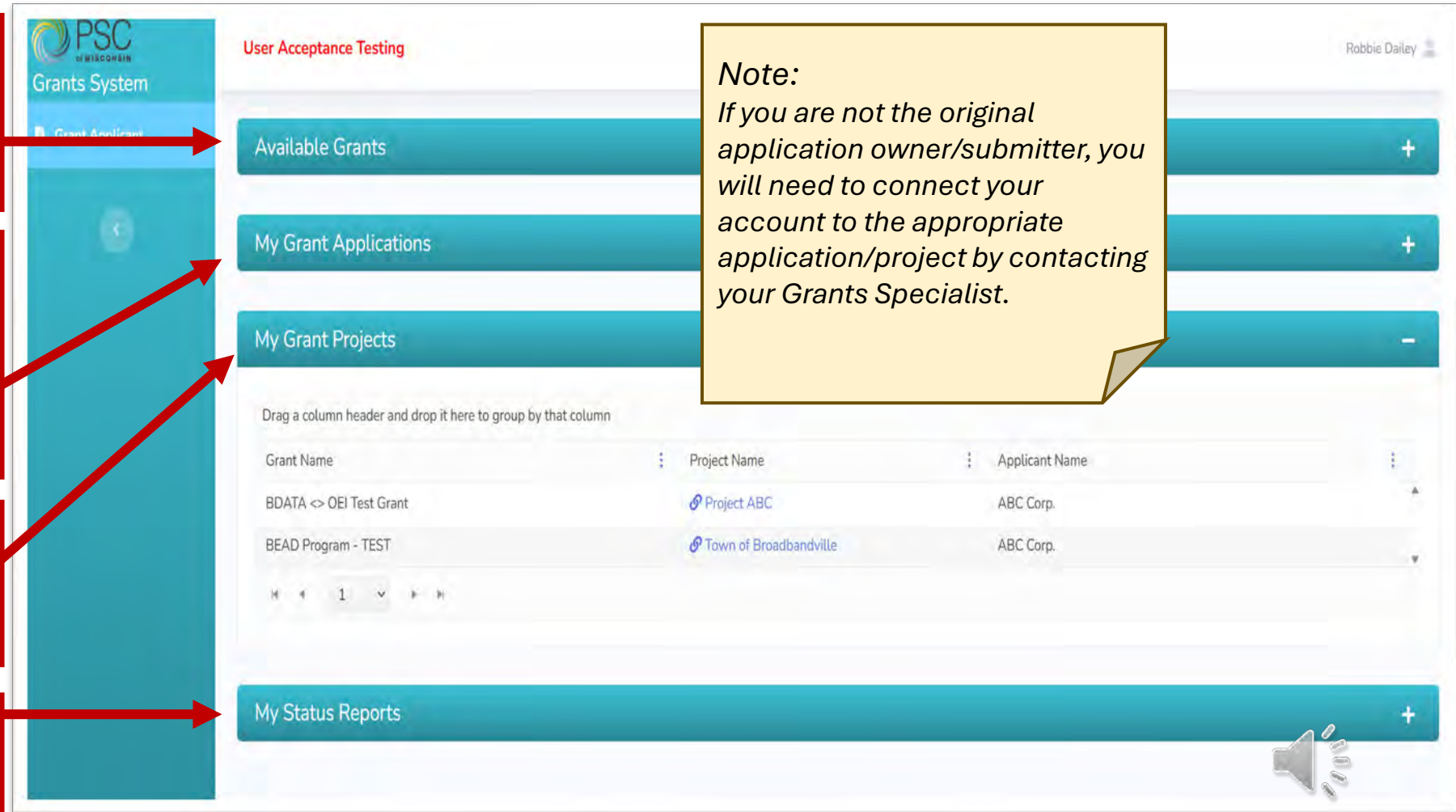
# Grants System: Landing Page

Available Grants – All available grants will be listed here. You can Apply for the grants by clicking the “Apply Button”

My Grant Applications – All grants you have applied for (or are in the process of applying for) will be listed here. You can click on each to edit/submit.

My Grant Projects – Any grants awarded to you will be listed here.

You can access and complete required status reports for awarded projects here.



The screenshot shows the Grants System landing page. At the top left is the PSC of Wisconsin logo and the text 'Grants System'. Below it is a navigation menu with 'Grant Applicant' highlighted. The main content area is titled 'User Acceptance Testing' and features four expandable sections: 'Available Grants', 'My Grant Applications', 'My Grant Projects', and 'My Status Reports'. A table is visible under 'My Grant Projects' with columns for Grant Name, Project Name, and Applicant Name. A yellow note box is overlaid on the right side of the page.

**Note:**  
If you are not the original application owner/submitter, you will need to connect your account to the appropriate application/project by contacting your Grants Specialist.

Grant Name	Project Name	Applicant Name
BDATA <> OEI Test Grant	Project ABC	ABC Corp.
BEAD Program - TEST	Town of Broadbandville	ABC Corp.



# Grants System: Project Tabs



# Grants System: Project Tabs

An overview of the currently available tabs within your projects:

Tab Title	Description	Functionality
Project Details	List of project and applicant identifiers	Read only
Contacts	List of project-related contacts	Add, delete, edit contacts
Budget	Project budget overview and revision history	Read only
Expenses	Cost evidencing submissions portal	Create, submit, track project expenses
Milestones	List of project milestones	Request milestone achievement
Uploads	General document upload portal	Upload documents
Related Documents	List of all project-related documents that have been uploaded	Read only
Project Questions	List of project-specific questions/metrics	Read only
Status Reports	Previously submitted reporting responses	Read only



Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

- Project Details
- Contacts
- Budget
- Expenses
- Milestones
- Uploads
- Related Documents
- Project Questions
- Status Reports

## Grant Project Details

Grant ID *	93
Grant Name	BEAD Program - TEST
Docket ID	5-BD-2025
Application ID *	1188
NTIA Project ID	
FRN	
Contract Number	
STAR PO Number	
Grant Project ID *	512
Project Name *	Town of Broadbandville
Project Description *	The project aims to serve all residents of Broadbandville with high-speed internet.
Technology Type *	Fiber to the Premises (FTTP)
Grant Award Amount	\$1,000,000.00
Contribution Amount	\$1,000,000.00
Total Project Cost	\$2,000,000.00
Award Date	
Agreement Executed Date	
Performance Period Start Date *	04/20/2026
Performance Period End Date *	04/20/2029
Start Closing Tasks	No
Final Report Due Date	
Withdrawn	No

- The Project Details tab displays a wide variety of project information and details.
- This tab is read only; any errors should be brought to the attention of your Grant Specialist for correction.



Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) [Status Reports](#)

## Grant Project Contacts

Note: At least one primary contact and the authorized representative are required. You may use the same person for both roles if necessary.

[+ Add New Contact](#)

Contact Type	First Name	Last Name	Email	Phone	
Primary	Rob	Dailey	Rob@ABCCorp.com	(555) 123-4567	<a href="#">Edit</a> <a href="#">Delete</a>
Authorized Representative	Robbie	Dailey	Robbie.Dailey@Wisconsin.gov	(608) 267-1477	

- The Contacts tab lists relevant contacts related to the project.
- It is the responsibility of the Subrecipient to keep this up to date.
- Changing the Authorized Organization Representative requires a written request and approval from PSC.
- There are three main functions on this page:
  1. Edit
  2. Delete
  3. Add New Contact



1 - 2 of 2 items

Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 202

Project Details | Contact

### Grant Project Contacts

Note: At least one primary contact

[Add New Contact](#)

Contact Type

Primary

Authorized Representative

### Edit

Contact Type \*

First Name \*

Last Name \*

Contact Title

Organization

Contact Email \*

Contact Phone \*

Contact Phone Ext.

Contact Address

Contact City

Contact State

Contact Zip Code

- Primary
- Secondary
- Financial Manager
- Grants Manager
- Authorized Representative
- Contractor
- Partner
- GIS Contact

**Note:**  
Definitions for each 'contact type' can be found on p.7 of the 'Grants System User Guide'

<https://psc.wi.gov/Documents/GrantsSystemUsersGuide.pdf>



# Location: Budget

Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program -

- [Project Details](#)
- [Contacts](#)
- [Budget](#)
- [Expenses](#)
- [Milestones](#)
- [Uploads](#)

- Shows your current Project Budget Detail and Project Budget History
- Includes any pending or approved expense amounts and currently available funds.

## Project Budget Detail

Budget Note: Original Budget

Budget Item	Award Amount	Pending	Approved	Available
<b>Grant Funds Requested</b>				
Other	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
<b>Subtotals:</b>	<b>\$1,000,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000,000.00</b>
<b>Match</b>				
Other	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
<b>Subtotals:</b>	<b>\$1,000,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000,000.00</b>

## Project Budget History

Revision Date and Time ↓	Adjustment / Amendment / Modification	Budget Note	Updated By
04/20/2026 10:32 AM		Original Budget	Robbie Dailey

[Back to Grant Details](#) [Back to View Projects](#)



# Location: Expenses

Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

- [Project Details](#)
- [Contacts](#)
- [Budget](#)
- [Expenses](#)
- [Milestones](#)
- [Uploads](#)
- [Related Documents](#)
- [Project Questions](#)
- [Status Reports](#)

## Add Expenses

Add Expense for Single Budget Category

Add Expense for Multiple Budget Categories

\*\*All records uploaded are subject to the Wisconsin public records law as required by Wis. Stat. §§ 19.31 to 19.39. Uploads related to reimbursement requests will not be published to ERF for public viewing.\*\*

## Expense Status

- Not Submitted
- Submitted
- Denied
- Approved
- Expense Correction

Invoice Date	Vendor name	Invoice #	Grant Funds Requested	Match	Budget Category	Status
No items to display						

[Back to Grant Details](#) [Back to View Projects](#)

The Expense tab allows you to:

- Submit expenses: either for a single budget category OR multiple budget categories
- View the status of existing expenses
- Dispersment of grant funds requires a minimal level of approved expenses (match and award); AND the achievement of a corresponding milestone.

*Note: For more information, reference the grant agreement:*

*Section 6 – Documentation of Evidence of Costs*

*Section 7 – Disbursement Milestones Table*



# Location: Milestones

Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

- Project Details
- Contacts
- Budget
- Expenses
- Payments
- Milestones**
- Uploads
- Related Documents
- Project Questions
- Project Communities Served
- Contribution Details
- Notes
- Status Reports

## Grant Project Milestones

-- Choose Milestone -- Add Milestone

Sort Order	Name	Description	Percent Cap	Request Review of...	Requested Date	PSC Milestone Rev...	Approved Date	Notes	
1	BEAD milestone 1	Executed Grant Agree...	10	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>
2	BEAD milestone 2	Subrecipient has sub...	20	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>
3	BEAD milestone 3	Subrecipient has recei...	30	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>
4	BEAD milestone 4	Subrecipient provides ...	40	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>
5	BEAD milestone 5	Subrecipient provides ...	55	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>
6	BEAD milestone 6	Subrecipient provides ...	70	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>
7	BEAD milestone 7	Subrecipient provides ...	85	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>
8	BEAD milestone 8	Subrecipient provides ...	100	<input type="checkbox"/>		<input type="checkbox"/>			<span>Edit</span> <span>Delete</span>

The 'Milestones' tab shows:

- Project milestone status
- Percent of award disbursement cap

The "Request Review" box allows you to request review of the completion of a milestone.

*Note: For more information, reference the grant agreement:*

*Section 7 – Disbursement Milestones Table*

## Location: Uploads

Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) [Status Reports](#)

### Upload Documents

[Upload Public Document](#) [Upload Confidential Document](#) [Upload Public GIS Files](#)

Use this page to upload grant amendment requests and other documents here. Grant Reimbursement receipts and grant workbook should be uploaded with Grant Reimbursements Request.

[Back to Grant Details](#) [Back to View Projects](#)

- The Uploads tab is where you can upload documents to your project.
- Subrecipients and Commission staff can upload to a project.
- There are three upload options:
  1. Upload Public Document
  2. Upload Confidential Document
  3. Upload Public GIS Files



Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) [Status Reports](#)

## Upload Public Documents

Document Description

Document Type

-- Choose Document Type --

Select File...

Maximum allowed file size is **10MB**.  
Allow PDF, XLSX file extensions only.

Upload

Cancel

[Back to Upload Documents](#)

- 15+ options for document types.
- Choose the most appropriate document type or as instructed by your Grant Specialist.
- Depending on the document type chosen, the document may also get posted to the public-facing Electronic Records Filing Docket (in addition to being uploaded to your project)

### Note:

Descriptions of each 'Document Type' (including where the document will be posted) can be found on p. 27-28 of the 'Grants System User Guide'

<https://psc.wi.gov/Documents/GrantsSystemUsersGuide.pdf>

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[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) [Status Reports](#)

## Upload Confidential Documents



2084(07-22-03)

### Confidential Request

Public Service Commission of Wisconsin

P.O. Box 7854

Madison, WI 53707-7854

**\*\* All fields are required except note \*\***

- Confidential uploads follow established processes related to Open Records Law and Wisconsin Statute §§ 19.31–19.39.
- A reasonable statutory basis is required to file a document confidentially; confidential documents may be rejected if it is determined that there is no reasonable basis for confidentiality.

### SECTION 1: PSC CONTACT

PSC Contact Person

Number of Pages (Confidential Pages Only)

### SECTION 2: REQUIRED INFORMATION

1. I am filing this request on behalf of:

Name/Company

Phone

Address Line 1

Address Line 2

City

State

Zip

2. Name and Position with the requester is

3. The following is an accurate and complete summary of the content of the record(s) being filed:

### Note:

For more information, reference the grant agreement:  
*Section 28 – Confidential, Protected and Proprietary Information*



Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) [Status Reports](#)

## Upload Documents

[Upload Public Document](#) [Upload Confidential Document](#) [Upload Public GIS Files](#)

Use this page to upload grant amendment requests and other documents here. Grant Reimbursement receipts and grant workbook should be uploaded with Grant Reimbursements Request.

[Back to Grant Details](#) [Back to View Projects](#)

- The 'Upload Public GIS Files' is only used at the request of the Commission, typically during the application and/or closeout process.



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[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) [Status Reports](#)

Document Name will show a URL to the document as long as the document was NOT filed confidentially and as long as the document status is not in 'rejected' or 'pending' status.

## Project Related Documents

Document URL	ERF Ref ID	Document Description	Received Date ↓	Uploaded By
Application_Details_1188.pdf (8KB)		Application Details	04/14/2026 03:24:PM	M. Robbie Dailey Jr.

« 1 »

1 - 1 of 1 items

- The 'Related Documents' tab houses all the documents that have been uploaded to the project.
- Interim and Final Reports also automatically get posted here (and to the public facing ERF docket) upon submittal.



Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) [Status Reports](#)

## Grant Project Questions

Grant Question	Metric Tag	Metric Tag Detail	Answer	Change Reason
Miles of fiber Deployed	Miles of fiber Deployed	Miles of fiber Deployed		
Miles of fiber Leased	Miles of fiber Leased	Miles of fiber Leased		
Miles of fiber Upgraded	Miles of fiber Upgraded	Miles of fiber Upgraded		
Maximum Latency	Maximum Latency	Maximum Latency		
Minimum Upload Speed (Mbps)	Minimum Upload Speed (Mbps)	Minimum Upload Speed (Mbps)		
Minimum Download Speed (Mbps)	Minimum Download Speed (Mbps)	Minimum Download Speed (Mbps)		
Residential Location Count	Residential Location Count	Residential Location Count		
Businesses Location Count	Businesses Location Count	Businesses Location Count		
Community Anchor Institution Count	Community Anchor Institution Count	Community Anchor Institution Count		
Total Locations Count	Total Locations Count	Total Locations Count		
Tribal	Tribal (Y/N)	Tribal (Y/N)		
Priority Project	Priority Project	Priority Project		
Station sites/towers Built	Station sites/towers Built	Station sites/towers Built		
Station sites/towers Leased	Station sites/towers Leased	Station sites/towers Leased		

« 1 »

1 - 15 of 15 items

[Back to Grant Details](#) [Back to View Projects](#)



- The 'Project Questions' has a list of project-specific questions/answers.
- For BEAD, this section outlines important project specifications (as listed here).

Grant Type: BEAD - Fixed Subaward | Grant Name: BEAD Program - TEST | Grant Year: 2026 | Project: Town of Broadbandville | ABC Corp.

[Project Details](#) [Contacts](#) [Budget](#) [Expenses](#) [Milestones](#) [Uploads](#) [Related Documents](#) [Project Questions](#) **Status Reports**

Attachment name will show a URL to the attachment as long as the attachment status is not in 'rejected' or 'pending' status in ERF.

## Grant Project Status Reports

Report Name	Reporting Period	Publish Date	Submitted Date	Due Date
Interim Status Report				
▶ 2026.1 BEAD Semi Annual Report	01/01/2026 - 06/30/2026	05/01/2026	05/01/2026	05/08/2026

- The 'Status Reports' tab lists previously submitted reports.
- To complete a status report, you must navigate to the "My Status Reports" section on the main Grants System landing Page.
- For a PDF copy of the completed report, go to the "Related Documents" tab where the report is automatically uploaded.

Available Grants +

My Grant Applications +

My Grant Projects +

My Status Reports -

Preview	Report Name	Application ID	Contract #	Project Name	Due Date	Submitted Date	Status	Report Type
▼ Project Name: Town of Broadbandville								
<a href="#">Preview Report</a>	2026.1 BEAD Semi Annual Report	1188		Town of Broadbandville	05/08/2026		In Process	Interim Status Report

- Status reports are grouped by project in the “My Status Reports” section.
- If the report name is in RED font, it means the report has not yet been submitted or needs further action.
- The Status column will also indicate which step of the process the report is in.



**\*\*\* BEAD Reporting Webinar goes over reporting in detail \*\*\***



# Grants System: Resources & Contacts



# Resources & Contacts



Most up-to-date resources and links can be found on the BEAD webpage:

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

Grants System Quick Links:

- Grants System Login: <https://apps.psc.wi.gov/apps/grants/Account/Login?ReturnUrl=%2Fapps%2Fgrants>
- Grants System User Guide: <https://psc.wi.gov/Documents/GrantsSystemUsersGuide.pdf>
- GMS One Pager: **Coming Soon**

Contact - PSC BEAD Email: [PSCBEADGrants@wisconsin.gov](mailto:PSCBEADGrants@wisconsin.gov)

Related Links:

- WBO Webpage: <https://psc.wi.gov/Pages/ServiceType/Broadband.aspx>
- Governor's Task Force: <https://psc.wi.gov/Pages/ServiceType/Broadband/BroadbandGovernorsTaskForce.aspx>
- Internet For All: <https://psc.wi.gov/Pages/ServiceType/Broadband/InternetForAll.aspx>





# Grants Management System

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