Public Service Commission Grant System

Project Overview & Submitting Reimbursements

June 2023

Wisconsin Broadband Office

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Overview

Grants System Login: https://apps.psc.wi.gov/apps/grants/

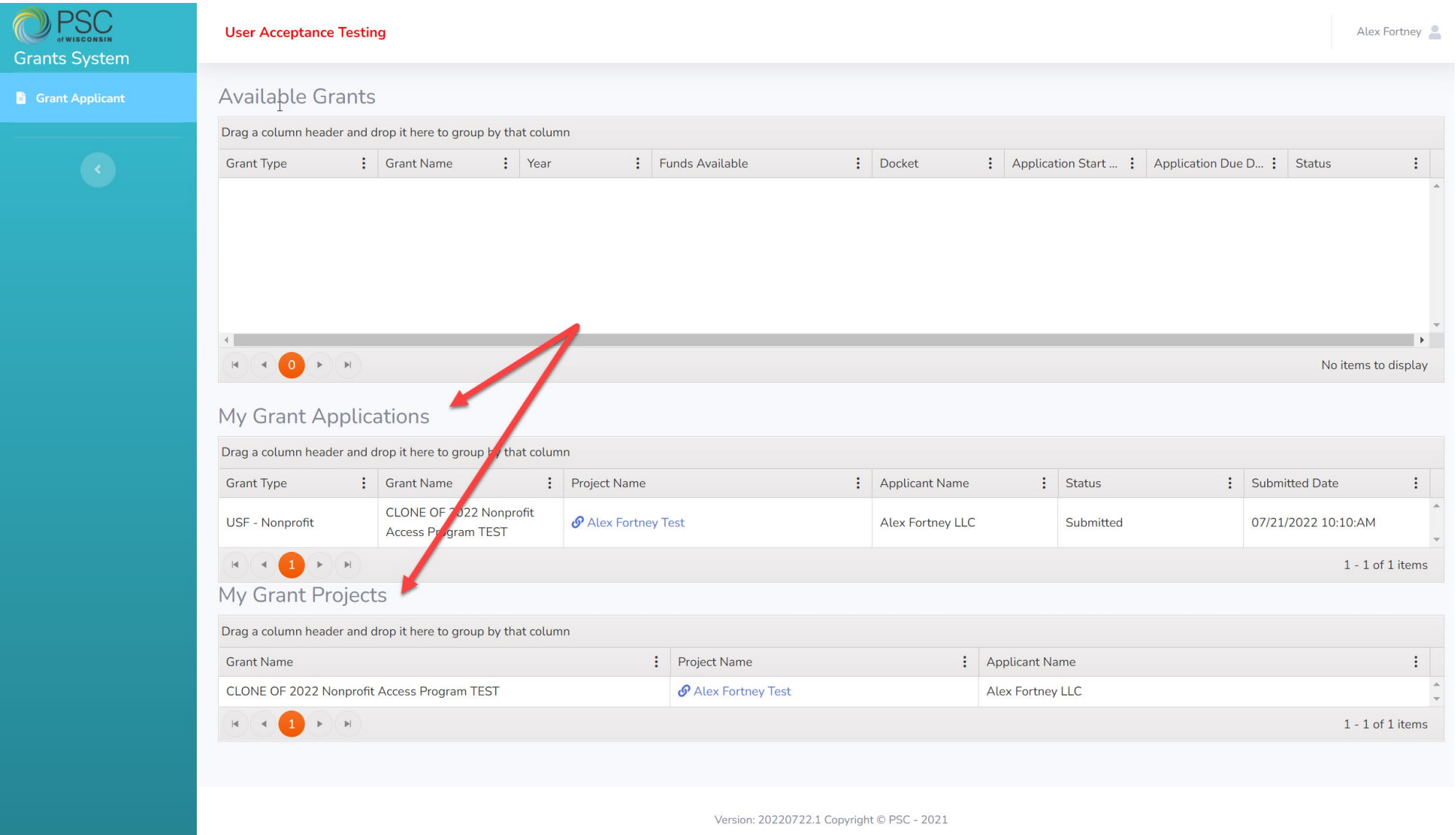
- The PSC Grants System is an online portal where entities can apply for and manage grants offered by the Public Service Commission of Wisconsin.

- This webinar is intended for entities that have been awarded a PSC grant, and will cover:
  - Managing projects in the grants system
  - Submitting reimbursement requests

- If you're looking for info on creating an account to apply for PSC grants, please view the resources available **here**.

Grant System Home Page

https://apps.psc.wi.gov/apps/grants



View & Apply for Available PSC Grants

Manage Current Grant Applications

Manage Awarded Grants

Project Overview

Header

Grant Type: USF - Nonprofit | **Grant Name:** CLONE OF CLONE OF CLONE OF 2023 Nonprofit Access Grant Program | **Grant Year:** 2023 | **Project:** Test

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

Navigation Tabs

Project header is visible on all pages

- Primarily for PSC tracking
- Provides identifying info

Pages organized as tabs

1. Project Details
2. Contacts
3. Budget
4. Reimbursements
5. Uploads
6. Related Documents
7. Project Questions

Project Overview - Grant Project Details

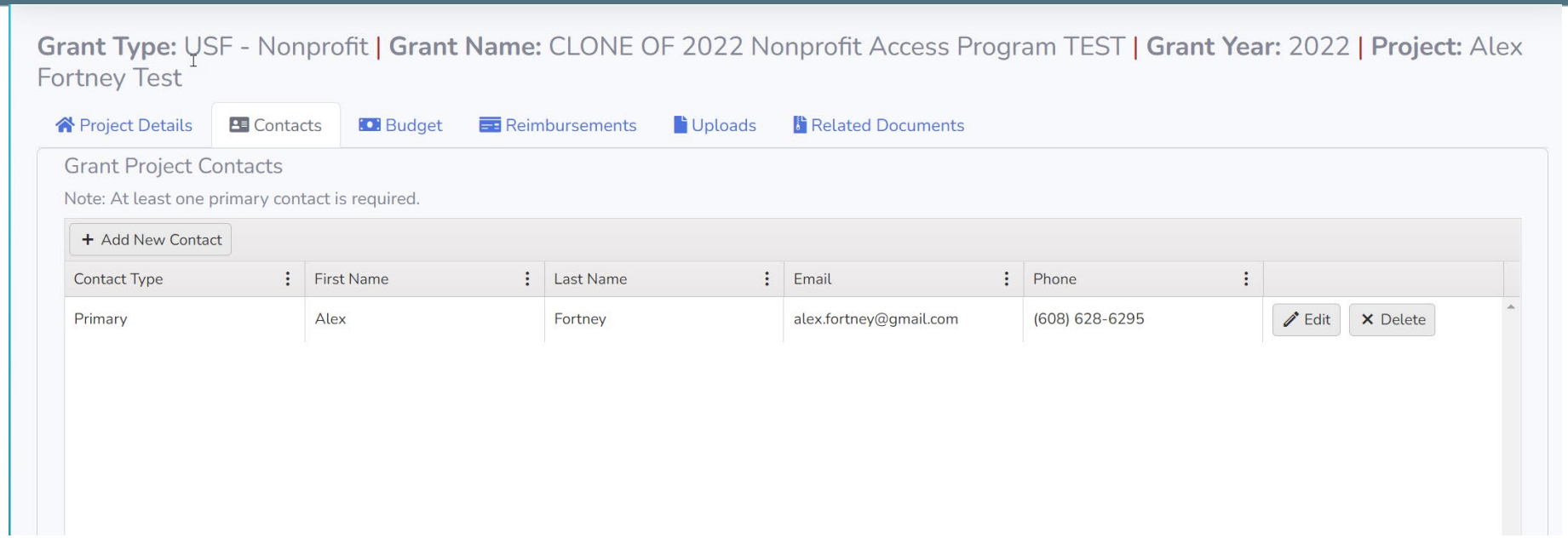
Grant Project Details

Grant ID *	43
Grant Name	CLONE OF CLONE OF CLONE OF 2023 Nonprofit Access Grant Program
Docket ID	5-NF-2022
Application ID *	435
Contract Number	
STAR PO Number	
Grant Project ID *	113
Project Name *	Test
Project Description *	Test
Grant Award Amount	$500,000.00
Contribution Amount	$500,000.00
Total Project Cost	$1,000,000.00
Project Start Date *	06/01/2023
Project End Date *	07/31/2023
Reporting Frequency	Quarterly
Final Report Required	Yes
Override Payment Cap Rule	No
Withdrawn	No
Closeout Date	

Applicant Detail

Applicant Legal Name *	Test
Applicant DBA Name	Test
Applicant Address *	Test
Applicant City *	Madison
Applicant State *	WI
Applicant Zip *	53073
Applicant Phone *	1234567890
Applicant Phone Ext.	
Applicant Email *	test@test.com
Applicant FEIN	123456789

Project Overview - Contacts Page



Contacts

- Existing contacts are pulled from the application
- Grantee should add/remove contacts as needed
- Being listed in the contacts does not provide access to the system

VS

Authorized Users

- These are the individuals with access to the project in the system.
- Are not listed in the contacts.
- Each authorized user must create their own login for the grants system.
- Users can be added to a project by your Grant Specialist

Project Overview – Budget Page

Budget Item	Award Amount	Pending	Approved	Available
Grant Funds Requested				
Contractual, Consultant fees	$50,000.00	$10,000.00	$0.00	**$40,000.00**
Equipment - Non-Telecommunications	$50,000.00	$0.00	$0.00	**$50,000.00**
Equipment - Telecommunications	$250,000.00	$0.00	$0.00	**$250,000.00**
Labor (Salary, Fringe)	$100,000.00	$0.00	$0.00	**$100,000.00**
Other	$10,000.00	$0.00	$0.00	**$10,000.00**
Rent / Occupancy	$10,000.00	$0.00	$0.00	**$10,000.00**
Supplies	$10,000.00	$0.00	$0.00	**$10,000.00**
Telecommunications Service	$10,000.00	$0.00	$0.00	**$10,000.00**
Training	$10,000.00	$0.00	$0.00	**$10,000.00**
Subtotals:	**$500,000.00**	**$10,000.00**	**$0.00**	**$490,000.00**
Match				
Contractual, Consultant fees	$0.00	$0.00	$0.00	**$0.00**
Equipment - Non-Telecommunications	$0.00	$0.00	$0.00	**$0.00**
Equipment - Telecommunications	$400,000.00	$0.00	$0.00	**$400,000.00**
Labor (Salary, Fringe)	$100,000.00	$0.00	$0.00	**$100,000.00**
Other	$0.00	$0.00	$0.00	**$0.00**
Rent / Occupancy	$0.00	$0.00	$0.00	**$0.00**
Supplies	$0.00	$0.00	$0.00	**$0.00**
Telecommunications Service	$0.00	$0.00	$0.00	**$0.00**
Training	$0.00	$0.00	$0.00	**$0.00**
Subtotals:	**$500,000.00**	**$0.00**	**$0.00**	**$500,000.00**

Columns

Award Amount:

- Always shows the original total.

Pending:

- amounts that you've submitted for reimbursement that have yet to be approved.

Approved:

- running total of all the expenses that have been approved.

Available:

- shows available balances for each category (award amount minus approved & pending amounts).

Project Overview – Budget

Options for Making Changes to your Budget

Budget Adjustment

- No formal paperwork required
- Allows costs to be moved between categories up to the allowed variance
- Variance is a percentage identified in your grant agreement (typically 10%).
- Must start by contacting your grant specialist

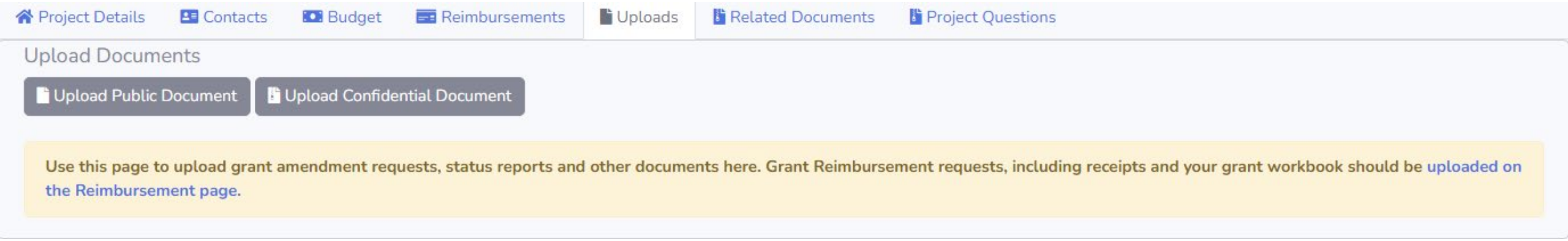
vs

Budget Amendment

- Formal process requiring a document be signed by both parties
- Allows costs to be moved between categories beyond the allowed variance
- Must start by contacting your grant specialist

NOTE: You cannot increase your budget with either process. You can move funds between categories.

Project Overview – Uploads



- **Upload Public Document**
  - Standard upload option for adding documents to your project
  - Do not upload Project Status Reports (yet)
- **Upload Confidential Document**
  - Requires additional forms and steps, including presence of a notary public
  - Auto uploads to ERF
    - Both redacted and non-redacted copies
- **Individual file sizes are limited to 4MB**

- **ERF System**
  - Only applications and confidential documents are simultaneously auto-uploaded to ERF.
  - More document types to be auto-uploaded in the future
- **Project Status Reports**
  - **<u>Must</u> currently be uploaded through ERF**. (PSC staff will add status reports to your project in the grants system.)
  - Be sure to use naming conventions established by program-specific grants specialist team

Project Overview - Related Documents

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

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
Test.pdf (6KB)		Test Upload	06/29/2023 03:11:PM	Damarr Purifoy
Application_Details_435.pdf (9KB)		Application Details	06/29/2023 03:11:PM	Damarr Purifoy

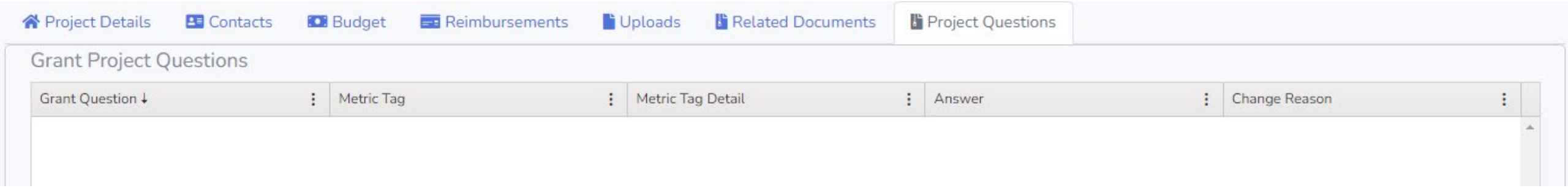
1 - 2 of 2 items

Sort by column headers to locate a document

All documents associated with your project will be displayed here

- Original application
- Grant Agreement
- Amendments
- Status Reports
- Any supporting documents you upload with your reimbursement request

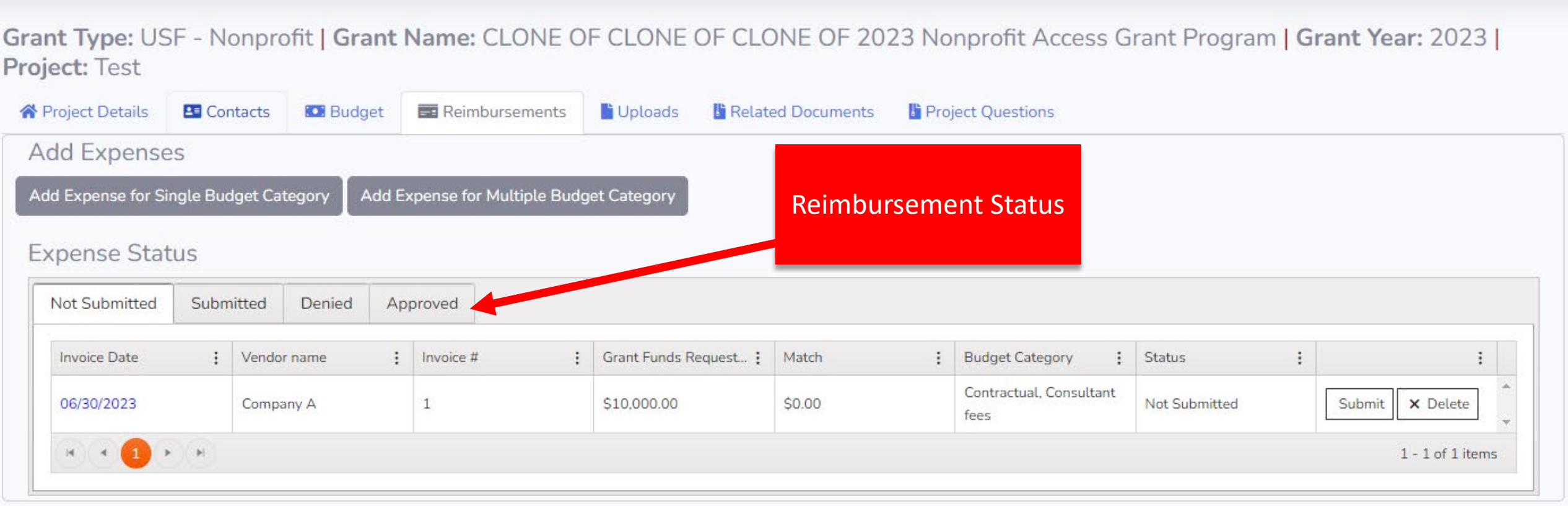
Project Overview - Project Questions



Currently in development

- Please reach out to your grant specialist directly with any questions.
- Will be used in the future as another channel of communication.

Reimbursements



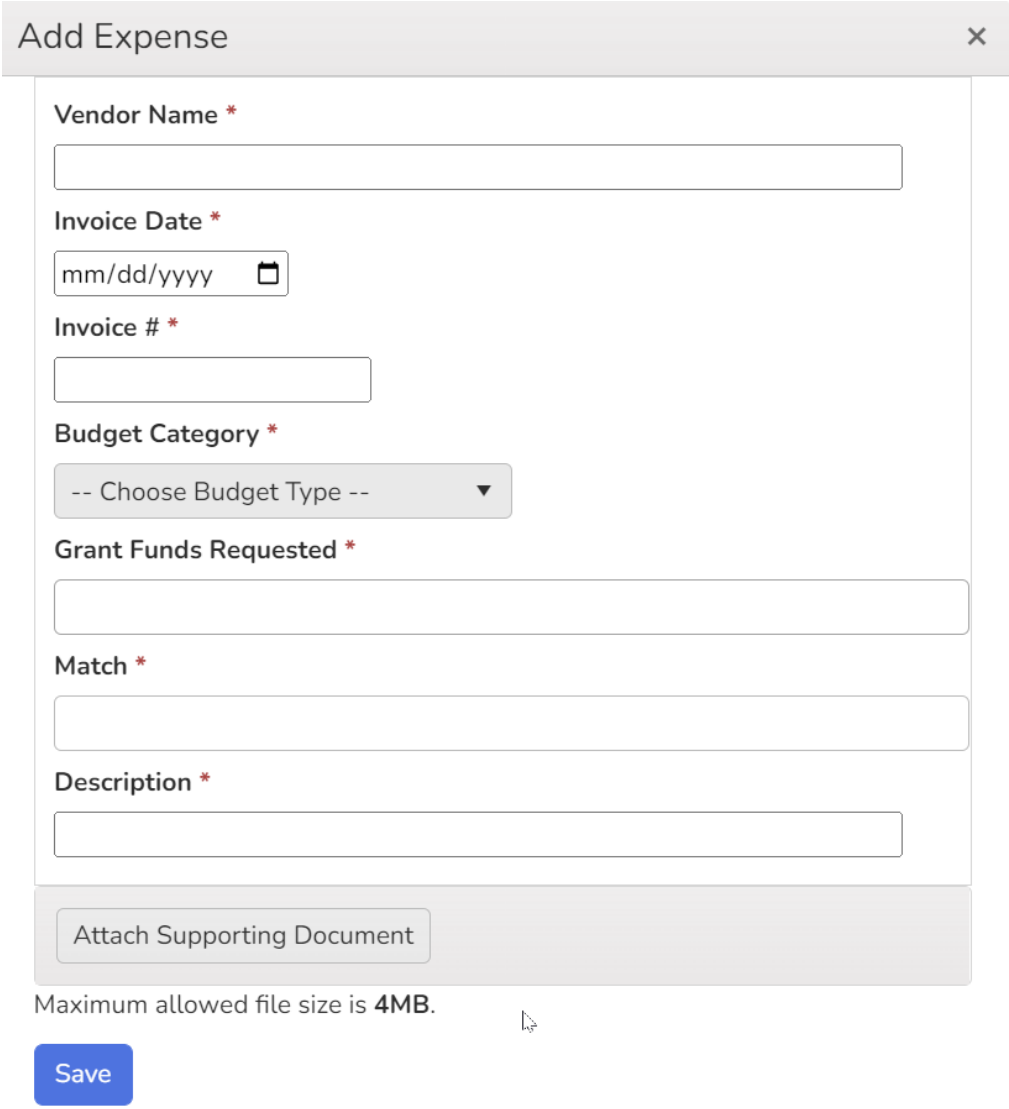
Reimbursements are submitted in a two-step process

1. They must first be entered & saved in the system
2. After saving, the reimbursement can be submitted
   - Before submitting, you can go back and edit a reimbursement request
   - <u>Don't forget to submit when ready</u>

Reimbursement – Single Budget Category

Single expense category

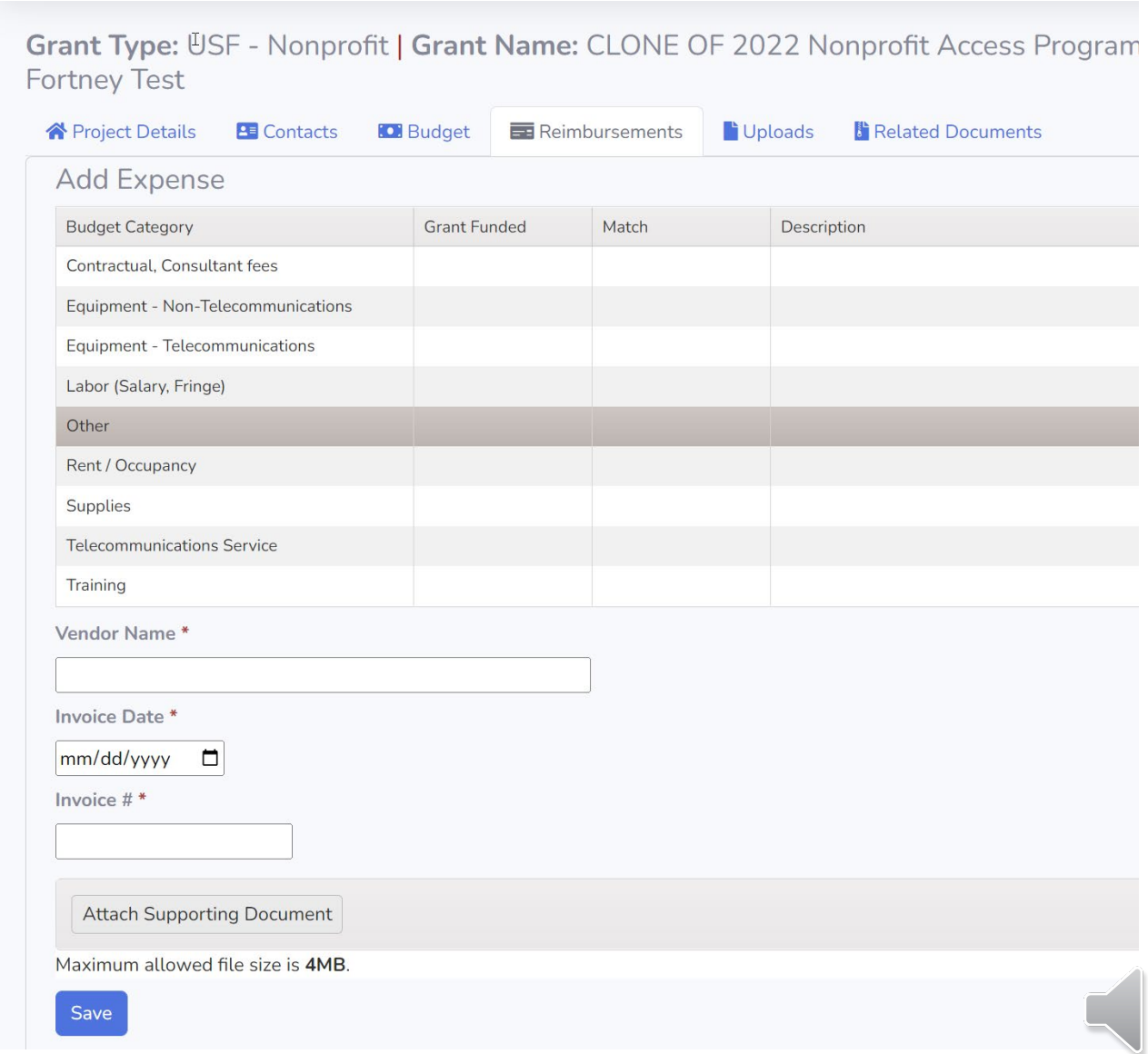
- All fields required, ‘0’ is a valid input
- Budget categories – dropdown list
- Supporting document required
- Only 1 invoice per submission
- Only 1 document can be uploaded
- Invoice # should match the number on the uploaded document.
  - If there is no associated invoice number, enter numbers sequentially, with your first reimbursement request being Invoice # 1.



Reimbursement – Multiple Budget Category

Multiple Expense Category

- Can group multiple expenses
- All fields required, ‘0’ is a valid input
- Budget categories listed
- Supporting documents required
- Only 1 invoice per submission
- Only 1 document can be uploaded
- Invoice # should match the number on the uploaded document.
  - If there is no associated invoice number, enter numbers sequentially, with your first reimbursement request being Invoice # 1.



Reimbursement Approval Process

Grantee
1. Enter & Save
2. Submit

→

Grant Specialist
1. Review
2. Approve

→

Fiscal
1. Review
2. Approve

- You won't see a reimbursement in Approved status until it's been approved by Fiscal
  - This process may take several weeks
- After approval from Fiscal, payment will typically be issued 30 days from the date the reimbursement request was submitted.
  - The WI Department of Administration (DOA) does not issue payments sooner than 30 days from the date a reimbursement request is submitted. If approved more than 30 days after submission, DOA will issue payment immediately.

Resources

Electronic Filing Records (ERF)	PSC Grants	Wisconsin Broadband Office
ERF Home ERF User Manual ERF Quick Reference Guide Corporate Account Maintenance ERF Frequently Asked Questions (FAQs) Document Type Definitions OCR ERF Instructions	All PSC Grant Programs Grant System Login Page Grant System User Guide	WBO Webpage Broadband Grants Broadband Map Governor's Task Force Digital Equity Internet for All State and Local Planning