ARPA Broadband Access Grant Program
Frequently Asked Questions
Last updated September 12, 2023

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8/2023	*7(c)Will you accept address coordinates for final location data reporting?*
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1. GENERAL

   a. *How often will the FAQ be updated and where will it be available?*
      o The FAQ will be updated as necessary and is linked on the PSC Broadband Access Grants web page. New items will be listed at the time, and each iteration is dated.

   b. *How do we contact the Commission with questions or concerns about the ARPA broadband grant program?*

- o Please contact the Commission at PSCFederalBroadbandGrantReimbursement@wisconsin.gov with questions or concerns about the ARPA broadband grant program.

c. *What is the ARPA Broadband Access Grant project FAIN number?*
   - o The FAIN for ARPA SLFRF is SLFRP0135

d. *Will my federal grant be taxable?*
   - o The Commission cannot advise on taxation questions. We suggest you speak with a tax professional.

e. *Can the Commission include more than one contact when sending ARPA grant related materials/updates?*
   - o As our team has many grants to manage and keep track of, we are limiting all subrecipients to one point of contact for all of their ARPA grants. It is the responsibility of this point of contact to field any Commission requests or updates to the appropriate person within their organization.

f. *What steps do I need to take when submitting documents that contain Personal Identifiable Information (PII)?*
   - o While we discourage subrecipients from including PII on their submissions whenever possible, we recognize that it may occasionally be necessary.
   - o All confidential documents should be submitted on the PSC's Electronic Records Filing System (ERF). Following that link, click "Upload Document", "Confidential", and "Check Docket" after entering the Docket number. Enter in all relevant information, and upload both the confidential document and a redacted version of the document that will be made publicly available.
   - o Please note: An entire document should not be held as confidential. Only the parts of the document that fit under the reasonable basis stated in Question 4 on the confidentiality page can be held confidential. ONLY these parts of the document should be redacted in the uploaded redacted document.

g. *How do I file confidential documents on ERF?*
   - o Find Microsoft Word - ERF User Manual.docx (wi.gov) Page 10 covers how to file confidential. You can also find general ERF FAQs at FAQs.pdf (wi.gov).
   - o For help with filing, please contact Records Management Unit at:PSCRecordsMail@Wisconsin.org

2. GRANT AGREEMENTS

a. *How long does the Grant Agreement last?*

o The Grant Agreement identifies that the performance period is to be completed by December 31, 2024. The terms and conditions of the Grant Agreement remain in effect until the grant recipient has completed all grant agreement requirements, such as reporting requirements after the performance period. As a result, the terms and conditions of the Grant Agreement extend beyond the completion of the performance period.

b. *What if we cannot complete the performance period by December 31, 2024.*
   o Please contact the Commission at PSCFederalBroadbandGrantReimbursement@wisconsin.gov with concerns about meeting the performance period deadline. An extension of the performance period beyond December 31, 2024 may be available following the Commission's standard grant amendment process. Please note, the Department of Treasury requires all federal funding to be obligated by December 31, 2024.

c. *Does the Davis-Bacon Act (referenced in Attachment A, page 21 of the Grant Agreement) apply to my project(s)?*
   o Grant recipients and subrecipients should work with their legal counsel to determine whether the Davis-Bacon Act and Department of Treasury certification and reporting requirements apply to their grant project. Grant recipients may find the *Coronavirus State and Local Fiscal Recovery Funds Final Rule: Frequently Asked Questions* helpful, in particular Question 2.21: SLFRF-Final-Rule-FAQ.pdf (treasury.gov)

d. *Section 24.0 (Page 11) of the Grant Agreement states that we must notify the Commission of public statements, press releases, marketing or promotional materials describing the grant project. What is the notification and review process? How long will review take?*
   o Please submit a copy of public statements, press releases, and marketing or promotional materials to PSCFederalBroadbandGrantReimbursement@wisconsin.gov prior to publication.
   o The Commission will review the material and will request changes if necessary. You do not need to wait for review and approval prior to publication.
   o Statements, press releases, and marketing or promotional materials describing the grant project must comply with the provisions in section 24.0 of the Grant Agreement. The calculation of the percentage of the total cost of the project financed with federal funds should be based on the projected total cost of the grant project identified in the Grant Agreement at the time of the statement.

e. *What is the scope of the lien consent requirement in section 19.0 of the Grant Agreement?*

- Section 19.0 of the Grant Agreement applies to funding sources associated with the grant project. This includes federal funding and grant recipient matching funding. If you intend to create a new lien, you must inform the Commission of your intent to create a lien and receive written consent from the Commission prior to lien creation. Requests for lien creation consent should be submitted to PSCFederalBroadbandGrantReimbursement@wisconsin.gov.

f. *If my company merges with or is purchased by another company, does the Grant Agreement still stand?*
- No, the Grant Agreement does not automatically transfer to a new company. Section 19.0 of the Grant Agreement requires prior written consent of the Commission for transfer of the grant project to a new company. You must notify the Commission if your company is to merge with or be purchased by another company in order to continue receiving grant funds. Requests for Commission approval should be submitted to PSCFederalBroadbandGrantReimbursement@wisconsin.gov. If approved, the Commission will work with relevant parties to amend the grant agreement as necessary.

g. *My entity is excluded from complying with single audit requirements under 2 CFR 200. Do I still need to comply with Grant Agreement provisions 4.2, 4.3, 4.4, 4.6, and 4.7?*
- Entities excluded from complying with single audit requirements under 2 CFR 200 still need to comply with Grant Agreement Provisions 4.2, 4.3, and 4.4 but they not need to comply with 4.6 or 4.7.

h. *When is a Grant Agreement amendment needed?*
- An amendment is required when a significant change in the grant project's scope, budget, or timeline occurs. Examples of potential significant changes include:
  - A change in the Project or activities, as described in Attachment B – Project Scope.
  - Any change in the list of expenses, contributions or in-kind, as described in Attachment C – Project Budget.
  - A transfer of funds among cost categories that exceeds or is expected to exceed twenty (20) percent of the approved total project Budget.
  - A significant change to the anticipated project timeline, such as to extend the performance period.

  Please work with the Commission to determine whether changes to a grant project's scope, budget, or timeline are significant and require an amendment. Questions and requests relating the Grant Agreement amendment should be submitted to PSCFederalBroadbandGrantReimbursement@wisconsin.gov.

i. Do contractors/subcontractors need to complete the affirmative action documentation?

DOCUMENT	DOCUMENTS NEEDED		WHO NEEDS TO COMPLETE	
	Plan	**Exemption**	**Grantee**	**Subcontractor**
DOA-3784 WISCONSIN AFFIRMATIVE ACTION PLAN CONTRACTOR DATA	X		X	X
AFFIRMATIVE ACTION PLAN	X		X	X
DOA-3024 REQUEST FOR EXEMPTION FROM SUBMITTING AFFIRMATIVE ACTION PLAN CONTRACT COMPLIANCE PROGRAM		X	X	X
DOA-3023 CONTRACTOR'S SUBCONTRACTOR LIST	X	X	X	X

- o Direct contractors to the subrecipient will need to complete affirmative action documentation. Any organizations working as subcontractors to these direct contractors will not need to complete the documentation. See the chart above for more information on who needs to complete which documents.

3. TRAINING

   a. *Will there be any webinars or trainings held for the ARPA broadband grant program?*
      - o Yes, the Commission has provided and continues to provide ARPA broadband grant program trainings. Grantees will be notified of trainings as they are scheduled. Trainings cover topics such as reimbursement requests, monitoring, and reporting requirements. All training webinars will be posted on the PSC website. Please submit any requests for additional trainings to PSCFederalBroadbandGrantReimbursement@wisconsin.gov.

   b. *What other kind of training/help is available?*
      - o If you have questions or need assistance generally, please contact our team at PSCFederalBroadbandGrantReimbursement@wisconsin.gov and we will be happy to work with you / your team to assist with your questions.

4. REPORTING

   a. *What reports are required for ARPA broadband access grants?*
      - o There are three different types of reports that you are required to file for your ARPA grant funded project.
         - i. Quarterly Reports: These will be required quarterly. More details on quarterly reports are provided below.
         - ii. Final Reports: Final reports will be due no later than 30 days after project completion. A project is considered complete when all construction is done, and service is available for customers. When your project is nearing completion, please reach out to us at

PSCFederalBroadbandGrantReimbursement@wisconsin.gov to request a final report form.

iii. <u>Post-Project Reports</u>: You will be required to file two of these reports. The first report will be due in the December of the calendar year following the filing of your final project status report, and the second will be due a year after that report was submitted. For example, if you complete your project in 2022, you must file a post-project report in Decembers 2023 and 2024.

b. *Are the quarterly reporting requirements for the ARPA broadband grant projects different from previous broadband grant projects?*
   o Yes, ARPA broadband grant project interim reports will require more information than previous broadband grant projects did. An outline of required information can be found in Attachment D of the Grant Agreement, on page 24.

c. *Where can I find a copy of the quarterly report form?*
   o Quarterly report forms were sent to all subrecipients. If you have misplaced your form, please contact us at PSCFederalBroadbandGrantReimbursement@wisconsin.gov to request a new form. Copies of Quarterly Reporting Instructions and a link to an instructional webinar are posted on the PSC Website under "Resources for Current Federal Broadband Grant Recipients."

d. *When will we need to provide quarterly reports?*
   o Quarterly reports are due at 4:00 PM CST on the due dates above:

Year	Quarter	Start of Quarter	End of Quarter	Report Due Date
2022	2	April 1st	June 30th	July 8th
	3	July 1st	September 30th	October 10th
	4	October 1st	December 31st	January 10th
2023	1	January 1st	March 31st	April 10th
	2	April 1st	June 30th	July 10th
	3	July 1st	September 30th	October 10th
	4	October 1st	December 31st	January 10th
2024	1	January 1st	March 31st	April 10th
	2	April 1st	June 30th	July 10th
	3	July 1st	September 30th	October 10th
	4	October 1st	December 31st	January 10th

   o NOTE: You will be required to submit a quarterly report for your ARPA grant(s) even if no work has been completed on the project and no reimbursement requests have been submitted.

e. *Will we need to file reports with the federal government?*

o Subrecipients that are non-federal entities should submit reports to the Commission through ERF.

f.   What happens if I do not file my quarterly report(s) on time?
   o If you fail to complete a report on time, you will not be paid out any reimbursements until you do file. You must be caught up on ALL quarterly reports to receive reimbursement. We will send a reminder email on the first business day after the due date if you have not submitted a report. If a complete report is not submitted in a timely manner, the PSC may file an official cure letter on ERF. This letter would give you 30 days to either upload the completed report, provide the PSC with a sufficient explanation on why the report has not been submitted yet, or withdraw from the grant agreement (including a clawback of any funds already paid out). Please refer to sections 25.0 and 26.4 of your Grant Agreement for more information.

5. REIMBURSEMENTS

a.   What is cash match versus in-kind match?
   o There are two kinds of **match**, a cash match and in-kind match. A **cash match** is the direct project expense you or your non-federal partner provides as your contribution to the project – your cash expenditures for costs related to this specific project, such as project-related staff salaries, consultant's fees, equipment rentals and travel costs. **In-kind match** are materials and services, secretarial services, space and utilities, equipment, sometimes waived fees and technical assistance provided by your organization or donated by a non-federal third party, specifically for this project.

b.   What kind of documentation does the PSC require for reimbursement?
   o With each Request for Payment you must include a copy of an invoice or receipt for each Eligible Cost item. **No funds will be reimbursed without proper documentation that funds have actually been spent**. The same level of documentation is also required for all cash match claimed. See Section 3.7 of your Grant Agreement for more detailed documentation requirements.

c.   How do we represent cash and in-kind matches on the reimbursement request?
   o Each budget category will have a section for grant funds and a section for matching funds. Both in cash match and in-kind match invoices should be listed in the match section. You will not need to differentiate between cash and in-kind match on the reimbursement request form. However, you will need to report and differentiate between the two on quarterly reports.

d.   How do I determine which budget category to place expense in?

- There are seven budget categories. You can find each category and its description on the [PSC website](#) (Resources for Current Federal Broadband Grant Recipients/Reimbursement/Budget Categories)

e. *Can grant funds be used to reimburse labor expenses of the owner?*
   - Recouping of salary is limited to actual wages paid. If you own your business and pay yourself hourly wages, you may use grant funds to reimburse these expenses when included in the project budget.

f. *What if my project exceeds the application budget?*
   - If your project exceeds the budget outlined in the application, it is expected that this overage will be covered by additional matching funds. Your grant award cannot be increased. These additional costs should still be reported in the match sections of your reimbursement requests.

g. *If I will not be spending out my budget in a specific category, can I still spend the funds in a different category?*
   - There are a few options in this situation.

     - If the amount leftover exceeds 20% of the approved total project budget, the agreement will require an amendment to update the approved budget. Reach out to the Federal Grants Team to request an amendment PSCFederalBroadbandGrantReimbursement@wisconsin.gov

     - If the amount leftover is below 20% of the approved budget, you are free to spend those funds across different categories. To account for these changes, you should input additional charges/invoices in the applicable section (grant or match) in the budget category that you want to spend the funds in. The balance for the section will show that there is an overage (font will turn red), which is okay as long as the total amount of overages across ALL sections does not exceed that 20% of the total approved budget. These overages will be balanced out by a deficit of the same amount in another section. For example, if there is an invoice that puts the grant sections of your Contractual, Consultant Fees over by $5,000, it would be expected that another grant category of yours would be under by at least that same amount. Note, this 20% is only considering funds that are being moved to different categories and includes both matching and grant funds.

h. *Can I split an invoice on my reimbursement request form?*
   - Yes, it is very common that a subrecipient will need to split an invoice between their grant and their matching funds in a budget category. When splitting like this, please DO NOT make any edits to the invoice number, just

repeat the same invoice number. The form has built-in quality checks that will highlight the invoice number yellow. This is okay, and we will still be able to process your reimbursement.

- o However, please DO NOT split your invoice multiple times in the same category. For example, we have encountered reimbursement forms where the subrecipient populates each line of their reimbursement form with different line items off of the same invoice. This is not necessary and is discouraged, as it makes processing reimbursements more difficult and time consuming.

   i. *Can I claim maintenance costs?*
      - o We will not accept maintenance costs for reimbursement (e.g., oil changes, new tires, repairs) as an allowable cost for reimbursement. However, if you are using equipment on a project, you may submit depreciation costs as long as you provide your methodology with the reimbursement request. You must be able to tie the equipment to a specific work period and be able to provide a schedule of depreciation upon request.

6. ACCESS AND AFFORDABILITY

   a. *Where do I find 35 CFR § 35.6(e)(2)(i)(C) that requires ARPA subrecipients to offer ACP or equivalent low-income pricing in the area I'm building out/connecting?*
      - o You can find the Federal Register language here: https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds and you can find the summary language of the Final Rule and the ACP or equivalent plan language at (https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf) (page 308).

7. GEOSPATIAL AND LOCATION DATA

   a. *Will you accept KML/KMZ files for final Location Data reporting?*
      - o No. U.S. Treasury requires data be submitted as a CSV using BSLFs and latitude/longitude points.

   b. *Will you accept coverage area files for final Location Data reporting?*
      - o No.

   c. *Will you accept address coordinates for final location data reporting?*
      - o No. BSLFs and Latitude/Longitude coordinates for each location to which broadband service is made available by the completed project must be mapped on the structure's rooftop. We will not accept any location data with general address coordinates, located on the road centerline, or aggregated at the census block level.

d. Will you accept the final location data reporting templates missing some data?
- o Each location reached by the completed project is listed with an ID in the template PSC emailed you, and the related fields (BSLF and latitude/longitude) must be fully populated for each of those locations as per instruction included in the template.

e. Will you accept data on final location data reporting that's different from the Treasury template (different headers, different schema)?
- o No. You must complete the location reporting template from U.S. Treasury without altering it.

f. What do "Maximum Download Speed Delivered at Location Post-Investment" "Maximum Upload Speed Delivered at Location Post-Investment", and "Latency Delivered at Location Post-Investment" in the U.S. Treasury latitude/longitude template mean?
- o Maximum Download Speed Delivered at Location Post-Investment: Provide the maximum download speed delivered at this location as confirmed by speed tests at the location, conducted upon completion of the construction and initiation of operations.

- o Maximum Upload Speed Delivered at Location Post-Investment: Provide the maximum upload speed delivered at this location as confirmed by speed tests at the location, conducted upon completion of the construction and initiation of operations.

- o Latency Delivered at Location Post-Investment: Provide data describing latency at this location as confirmed by latency tests at the location, conducted upon completion of the construction and initiation of operations.

g. How should I gather the data for the Speed and Latency Delivered columns?
- o Speed tests should be conducted in a manner consistent with industry best practices to account for the actual speeds delivered during peak use times in the given area.

- o Guidance from U.S. Treasury provided with template: More details regarding the required approach for gathering maximum download speed delivered can be found in the Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 (WCB/WTB/OET 2018) (Performance Measures Order); Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 (2019) (Performance Measures Reconsideration Order). See links below.

o **PSC interpretation of the FCC guidance**: Subrecipient providers should test a minimum of 50 service locations or 10%, whichever is less, over the prescribed two-week period; once results are relatively consistent, export the related results out to populate these columns.

h. *What are the requirements for conducting and reporting of speed tests at service locations?*
  o Providers should test a minimum of 50 service locations or 10% whichever is less (minimum of 5 locations tested), over the prescribed two-week period.

Number of Subscribers*	Minimum Number of Test Locations
50 or fewer	5
51– 500	10%
501 more	50

  ▪ *Subscribers are those who have taken up service.
  ▪ https://docs.fcc.gov/public/attachments/DA-18-710A1.pdf

  o Instruction provided by U.S. Treasury: Provide the maximum download speed delivered at this location as confirmed by speed tests at the location, conducted upon completion of the construction and initiation of operations. Speed tests should be conducted in a manner consistent with industry best practices to account for the actual speeds delivered during peak use times in the given area.

  o More details regarding the required approach for gathering maximum download speed delivered can be found in:
  ▪ Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 (WCB/WTB/OET 2018) (Performance Measures Order);
  ▪ Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 (2019) (Performance Measures Reconsideration Order).

i. *What is the difference between residence and housing unit?*
  o A "residence" is all residential structures, including structures that are (or contain) housing units or group quarters (as those terms are defined by the United States Census Bureau). For example, a duplex would be one residence containing two housing units.

j. *What is considered a Broadband Serviceable Location, and what is not?*
  o A broadband serviceable location (BSL) is "a business or residential location in the United States at which mass-market fixed broadband Internet access service is, or can be, installed." Secondary structures on a

residential parcel that are not the main residence or home are not considered BSLs. For more information, see *About the Fabric: What a Broadband Serviceable Location (BSL) Is and Is Not – BDC Help Center (fcc.gov)*

8. MONITORING DOCUMENTATION

   a. *What is the expectation for entities to monitor their subcontractors?*
      o According to section 6 of the grant agreement, Grant Recipient Contractors (subcontractors) must, also, comply with and observe all federal, state, and local laws, ordinances, and regulations that in any manner affect or apply to the Project. It is the entity's responsibility to monitor subcontractors for compliance with the ARPA broadband access grant agreement. In order to do this, entities should have written contracts, agreements, and/or agreed upon pricing covering the scope of work with their subcontractors.

   b. *What do you mean by Inventory Procedures?*
      o Entities should have procedures to account for federal property/equipment according to 2 CFR 200.313.This includes but is not limited to having a disposition plan for equipment purchased through federal funding as applicable, procedures for safeguarding property such as security of facilities and receiving procedures and taking physical inventory of property.

   c. *Do we need to submit qualification requirements as part of Personnel Policies and Procedures?*
      o To ensure compliance with 2 CFR 200.430, if a subrecipient includes Labor in their grant budget, they must submit position descriptions or other documentation which includes qualification requirements for positions funded in part by grant funding.

   d. *We have an anti-nepotism policy at our company. Does this cover the Conflict of Interest policy expectation?*
      o Although anti-nepotism is an important piece to address in policies, additional checks should be in place to be in accordance with 2 CFR 200.318(c). WBO is looking for written standards of conduct covering the actions of employees engaged in the selection, award, and administration of contracts.

   e. *What are you looking for when you ask for the Accounting Manual and/or Financial Management Procedures?*

- o WBO wants to ensure entities have standards for internal control in place in accordance with [2 CFR 200.302](#) and [2 CFR 200.303](#). This includes but is not limited to:
  - Processes used for recording and reporting of financial transactions.
  - Internal controls, including segregation of duties and those responsible.
  - Journal and account reconciliation procedures.
  - Approval processes for invoices and vouchers.
  - Chart of Accounts and accounting procedures.
  - Any other information relevant to financial controls.