Broadband Grant FAQ
Status Reports and Reimbursement Requests

1. When and how often do I need to submit Project Status Reports?

The Commission will require interim status reports with each reimbursement request, *and in all cases*, at a minimum of every six months following the execution of the grant agreement, until the recipient submits a final status report and the grant closes.

Filing a status report along with a payment request restarts the six-month interval for submitting the next status report.

A final project status report is due at the same time that a grant recipient submits a final request for payment.

2. What information should be included in an Interim Project Status Report? In a Final Project Status Report?

Simply respond to the questions on the Commission's Project Status Report form. The project status form contains certain questions applicable to interim reports only, and others applicable to final reports only. An editable word version of the Project Status Report form is posted on the Commission's website at: https://psc.wi.gov/Documents/broadband/bbGrantForm.docx

Please contact Dennis Klaila at (608) 267-9780 to discuss a specific question regarding the format for submitting status reports.

3. How should a Project Status Report be filed?

An Interim or Final Project Status Report should be uploaded to the Commission's Electronic Regulatory Filing (ERF) System, using the docket number of the grant proceeding in which the grant was awarded (e.g., 5-BF-2018 or 5-BF-2019).

Filing a status report on ERF creates a public document that may be opened by any party accessing the Commission's website. In some cases, providers regard information regarding route size and capacity, or number of customers served, to be proprietary. In that case the provider can submit its project reports under confidential cover using the confidential filing option in the ERF system and requesting confidential handling status in accordance with Wis. Admin. Code § PSC 2.12. Commission staff will review the confidential filing and grant confidential handling status when appropriate. Wisconsin Admin. Code § PSC 2.12(5)(c) provides that a determination to confidentially handle a record under this section is not a determination that the record is exempt from disclosure under the public records law. However, Wis. Stat. § 196.135 requires pre-release notification of public access to a record granted confidential status. A comprehensive discussion of the ERF filing options can be found at the following link: **http://apps.psc.wi.gov/pages/ERFhelp.htm**

Each provider will have to decide for itself whether the information in a Request for Payment of project report is sensitive enough to warrant taking the additional time to complete a confidential filing on ERF.

The Commission staff cannot make this choice for a provider. Thus, we can simply confirm that the option is available if the provider wishes to use it.

4. How do I submit a reimbursement request?

First, submit your status report on ERF. Status reports are required to be submitted with each reimbursement request.

Then, submit the reimbursement request via email. We have created a separate email account for requests – PSCBroadbandGrantReimbursement@wisconsin.gov. Please email all requests and supporting documentation to this e-mail. Do not file reimbursement requests and invoices on ERF. Do not email the requests directly to individual staff.

5. What needs to be submitted with a reimbursement request?

The reimbursement request must include the reimbursement request spreadsheet as well as supporting documentation for all expenses.

6. What is the reimbursement request spreadsheet?

The Commission has developed a template that all grant recipients are required to use when requesting reimbursement. The spreadsheet organizes reimbursement request expenses by the budget line items that the recipients included in their application. Grant recipients are required to track all expenses by budget line item. The spreadsheet contains formulas that track both the grant and match portion of expenses.

The spreadsheet is designed to track cumulative information. Each award (project) should have one reimbursement request spreadsheet that is updated each time a request is made.

7. What is acceptable supporting documentation for expenses?

Grant recipients must submit detailed invoices that show the expense amount. The invoice must have sufficient detail to show which budget line item the expenses relate to.

For expenses that do not have a transaction invoice, such as labor expense, the grant recipient shall provide a simple statement of the total hours contributed by employee class (e.g. engineer, construction) that worked on the project and the total labor expense reported.

8. What steps are needed if actual expenses are anticipated to exceed the amount in the proposed budget?

The Commission recognizes that there may be instances when expense activity varies from the amounts in the budget that was submitted with the application. In these cases, the grant recipient will need to notify Commission staff at PSCBroadbandGrantReimbursement@wisconsin.gov that a budget line item will be exceeded. Commission staff will draft an amendment to the grant contract. You will not receive reimbursement for expenses that are more than the budgeted amount until a contract amendment is fully executed. Under no circumstances can an amendment increase the total award amount.

9. How soon after the submission of the reimbursement request can I expect to receive payment?

In general, the Commission attempts to issue payments within 30 to 45 days of receipt of the reimbursement request. However, there may be delays during certain times of the year due to workload

demands. In addition, if the reimbursement request spreadsheet is incomplete and/or supporting documentation is not sufficient, payments will be delayed until the Commission has received all required information.