



ARPA Broadband Access Grant Quarterly Reports

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PUBLIC SERVICE COMMISSION OF WISCONSIN

Wisconsin Broadband Office

ARPA Quarterly Reports

- What are they?
- When are they due?
- Section by section walkthrough
- How to submit them?
- What happens if reports aren't filed timely?
- Other report types

What Are Quarterly Reports?

- Similar to past state progress reports
- Required by federal regulation
- Critical information on the state of project completion
- Required for reimbursement

**DO NOT USE PAST STATE
REPORT TEMPLATES FOR YOUR
ARPA GRANT REPORTING!**

When Are Quarterly Reports Due?

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

Due at 4:00 PM Central Time

Section 1: Project Identifiers

Section I – Project Identifiers

Enter the report period.

1. Grantee (Agency)	3. Grant Round	4. Award UID
ABC, LLC	ARPA.2022	123
2. Project Name	5. Report Period	
Town of XYZ	22 Q2: 4/1/22 - 6/30/22, Due 7/8/22	

Section 2: Status Update

Section II – Status Update

Answer each question to the best of your ability. For this section, project completion is defined as when service is available. If a question is not relevant, enter N/A.

Question	Answer
1. On what date did construction of the project commence?	12/1/2022
2. What is the estimated percentage of completion? (As decimal)	50%
3. What is the estimated completion date for the project?	8/15/2022
4. Is the project experiencing a delay that might mean missing the scheduled milestones stated in the grant application?	Yes
a. If yes, please state in short narrative form the reason for the delay (e.g., supply chain challenges, acquisition of land for tower site is delayed, permits for construction or use of rights-of-way are awaiting approval, bad weather, etc.).	Supply chain challenges, bad weather
5. Have any new contractors started on this project since your last report?	No
a. If yes, please check this box to confirm that you have updated and resubmitted your Affirmative Action form DOA-3023 to your grant specialist.	<input type="checkbox"/>
6. To date, how much in grant recipient and third-party cash and in-kind matching funds have been spent?	\$40,000.00

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Section 3: Contribution Log

- All third-party contributions received **during this quarter**
- Do NOT include your own matching funds

F1

Section III - Contribution Log

Enter all third party contributions received in the current reporting period. If there were more than 5 contributions, please include them as an attachment to this form in a similar format, including all 4 of the columns below.

Date	Entity	Type	Amount
4/25/2022	XYZ County EDC	Cash	\$10,000.00
4/30/2022	XYZ County EDC	In-Kind	\$500.00

Section 4: Certification

Section IV - Certification

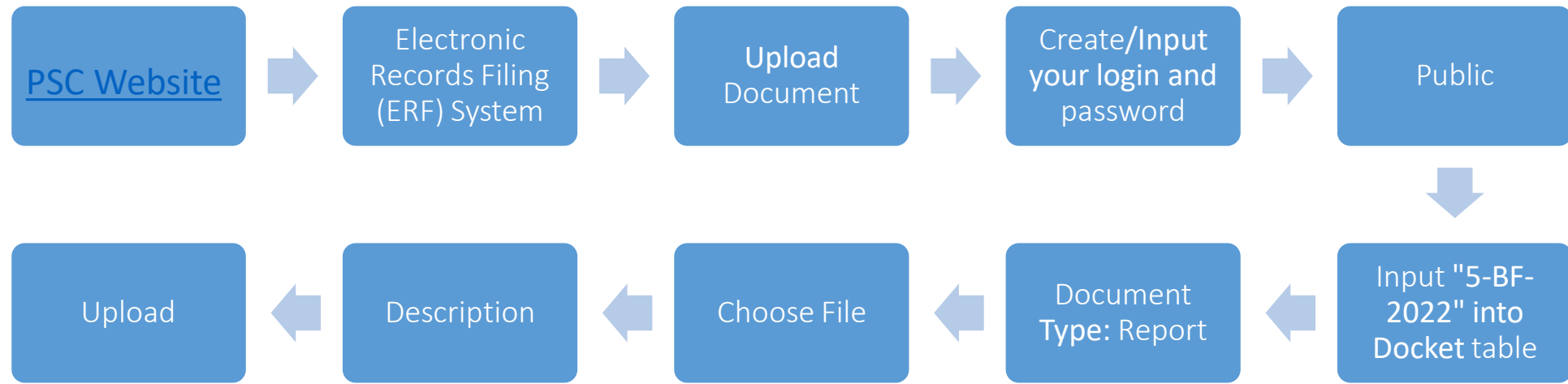
Enter the contact information of the person authorizing and submitting this report. By including your name below, you certify that the above report is complete, accurate, and you have the authority, granted by the recipient agency, to submit this report on their behalf.

1. Name		3. Title	
<input type="text"/>		<input type="text"/>	
3. Phone Number	4. Email Address		5. Certification Date
<input type="text"/>	<input type="text"/>		<input type="text"/>

Errors

- Reports with errors will need to be resubmitted
- Common errors include:
 - General typos, often with dates
 - Certification dates after the report was submitted
 - Missing answers
 - Indicating construction has not started but listing the project as % completed
 - Not completing the form electronically
 - Listing the incorrect quarter on your form

How Do I Submit The Report?



- Description: **ARPA Quarterly Report, Award UID: FYXX-QX – Agency Name – Project Name**
 - Example: ARPA Quarterly Report, Award 123: FY22-Q3 - ACB, LLC - Town of XYZ

REMEMBER: You MUST convert the completed report into PDF format before uploading to ERF!

Upload Public Document

Step 1: Specify the Docket or Utility

- If you select option 1, you must enter the docket and click the **Check Docket** button.
- If you select option 2, you must enter the utility id and click the **Check Utility ID** button.
- Once the docket or utility id is verified you will be allowed to select files to upload.

Choose an Option

- Existing Docket
- Existing Service Provider/
New Docket Application
- New Service Provider

Docket

5 BF 2022

FY 2022 Broadband Expansion Grants

***** It's ok to upload document to this docket *****

Upload

Cancel

Step 2: Select the Documents to Upload

1. No file chosen

[Remove File](#)

Document Type:

Description:

What Happens If I Don't File Timely ... or at all?

- Levels of Disciplinary Action for failing to submit on time
 - Pause on reimbursement
 - Reminder email
 - Official letter filed on ERF
 - Disciplinary actions up to termination of the grant agreement and a claw back of funds
- Refer to sections 25.0 and 26.4 of your Grant Agreement for more information on reporting and termination



Questions?

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