

ARPA Broadband Access Grant Program

Final Report Form Instructions

Introduction

The final report templates have been individually customized for each of your ARPA broadband access projects. They may look similar to you because they build off the templates from previous state grant rounds, but they contain different questions. The final reports inform the Public Service Commission of Wisconsin (“PSC”) of the metrics of your completed grant-funded project. As you complete the report, please provide thorough answers where applicable.

If you have any questions on how to complete the final report, please contact us at PSCFederalBroadbandGrantReimbursement@wisconsin.gov.

Timeline

- Final reports must be filed in the [electronic records filing system, or ERF](#).
- While the final reports are not technically due until 30 days after the end of the performance period (performance period ends 12/31/2024), **we strongly recommend that you submit the final report within as soon as practicable after project completion. Remember, we will not make final payment of your grant until all requirements are met, including submitting a complete final report.**

Receiving the Form

- Final report forms are available upon request by emailing us at PSCFederalBroadbandGrantReimbursement@wisconsin.gov
- The form will not be released unless you are in full compliance with your grant agreement, including:
 - Up to date on quarterly reporting
 - All affirmative action and ACP assurance documents submitted
 - No outstanding reimbursement requests (other than final request)

How to Complete the Form

Section 1: Project Identifiers

This section houses general identifying information about your project. All of the data for this section will be prepopulated. The prepopulated data includes the grantee name, the project name, the grant round, and the award universal identification number (“AwUID”). The AwUID is an internal identification number used by the PSC. This section will also confirm that this is your final report.

Section 2: Status Update

This section requests data regarding your project timeline, area, and budget.

- **Question One:** *On what date did construction of the project commence (DD/MM/YY)?*
This answer will be pre-populated with the start date reported on your first quarterly report. Please let us know if this date is incorrect.
- **Question Two:** *On what date was the project completed (DD/MM/YY)?* Note, the project is complete when all construction is complete, and all grant-funded locations are able to receive service.
- **Question Three:** *Has the project area changed since the grant award or the previous reporting cycle (Yes/No)?* Answer yes if there have been any changes in the geographic area of the project, if locations were added or removed, or if the location type (business, residential, community anchor institution) for a location has changed from your application. Do not answer yes if you have already reported this to the PSC.
 - **Question 3.a:** *If yes, please explain any changes to geographic area of project and planned number of business, residential, and community anchor institution locations served.* Explain any changes made to the project, providing as much detail as possible.
- **Question Four:** *What is the final overall project cost? (grant-funded and match)* Enter in the total cost of the project, even if different than what was stated on your original application.
- **Question Five:** *Were all third-party contributions listed in the initial application received?* Answer yes if all contributions listed in the “Pledged Contributions” section of your application’s Budget & Income Summary were received.

- **Question 5.a:** *If not, explain why.* Provide as much detail as possible.

Note: For this section, the *only* questions you can leave blank are 4.a. (if the answer to the previous question is no) and 6.a. (if the answer to the previous question is yes).

Section 3: Contribution Log

This section asks you to input data regarding any third-party cash or in-kind contributions that you received ONLY SINCE YOUR MOST RECENT QUARTERLY REPORT.

- Examples of contributions may include permit fee waivers, equipment, cash contributions, etc.
- If there were more than 3 contributions, please create another page on the form and answer the question in a similar format, including all 4 of the columns below.

Section 4: Outcomes

- **Question 1:** *Of funded locations, how many have taken subscriptions at this point in time?*
 - **Question 1.a:** *Business Locations* A business location is defined as a non-residential structure on a property without residential locations that would expect to demand internet access services. You should not report the locations of larger businesses that purchase or would be expected to purchase dedicated high-capacity transmission services, such as business data services (also known as special access).
 - **Question 1.b:** *Residential Locations* A residential location is defined as a location that is or contains “housing units” or “group quarters” as defined below. If a single housing unit (i.e., apartment) in a residential unit (i.e., apartment building) has subscribed, you should count the entire apartment building as one residential unit subscribed.
 - **Question 1.d:** *Community Anchor Institution Locations* A community anchor institution means an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that

facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

- **Question 2: *Housing Unit Locations*** A housing unit is defined as a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. For example, an apartment building with 10 apartments counts as ONE residential location, but 10 housing units. Please note, the number reported for housing units should be equal to or greater than the number for residential units.
- **Question 3:** How many total miles of fiber were installed as part of the project?

Section 5: Speed Tiers

- Enter all speed tiers offered via this project. If there were more than 5 speed tiers, please include them as an attachment to this form in a similar format, including all 4 of the columns below.
- Please use the Data allowance section to disclose any data caps or data thresholds whereby speed changes.
 - For example: If there is a service provided whereby the customer receives 100/100 for \$100 per month but the speed provided drops to 50/50 after say 500 GB of data is used. This would look like:
 - 100 in column 1
 - 100 in column 2
 - \$100 in column 3
 - “Up to 500 GB, then 50/50” in column 4

Section 6: Supplemental Material

NOTE: All supplemental material should be submitted via email to

pscfederalbroadbandgrantreimbursement@wisconsin.gov.

- **Question 1:** *Please confirm you submitted your ARPA Location Data Excel file. Refer to Section 4, Question 2 for definitions of location types.*
- **Question 2:** *Please confirm you submitted any existing photos of the projects, events and facilities related to the project that were not previously submitted, if applicable.*
- **Question 3:** *Please confirm you submitted any existing copies of press releases, outreach materials and/or advertisements that were not previously submitted, if applicable.*
Reference section 24 of your Grant Agreement for more information.
- **Question 4:** *Please confirm that you submitted any digital literacy, internet adoption or internet access programs and initiatives you conducted related to the project, if applicable.* Examples of programs include third-party internet training opportunities listed on your website, internet training courses offered directly by your organization, partnerships with local libraries/schools regarding digital literacy, etc.

Section 7: Certification

- Enter the contact information for the individual submitting the report.
- In this format, enter the date the report is being submitted: MM/DD/YYYY.
- Keep in mind that the individual whose name appears here is certifying that the report is complete, accurate, and that they have the authority to submit the report on behalf of the agency subrecipient.

Please review your report for errors before submitting. If we notice an error in your report, we will ask you to make corrections and resubmit to ERF. Common errors to watch out for include:

- General typos, often with dates.
- Certification dates taking place after report submission.
- Missing answers to required questions.
- Not completing the form electronically. The form has built-in checks to make sure answers are reported in the correct format. The form should be completed in Word and saved as a PDF before submission.

How to Submit Documentation to ERF

- **Convert the completed Word document into PDF Format.** You will NOT be able to upload a Word document onto ERF.
- Access [ERF here](#).
- Click on “ERF Upload Documents.”
- Enter in or create your login and password. (See the [Quick Reference Guide](#) for information on creating an account or resetting your password.)
- Under the “Upload Documents” heading on the left side, select “Public.”
- Make sure “Existing Docket” is selected, and then input “5-BF-2022” into the docket table. Click “Check Docket.”
- Choose “Report” as the docket type.
- Choose the PDF file you want to submit.
- Enter the description. The description should be in the following format:
 - ARPA Final Report, Award UID: Agency Name – Project Name
 - Example: ARPA Final Report, Award 123: ACB, LLC - Town of XYZ
- Click “Upload.”