

ARPA Broadband Access Grant Final Reporting

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PUBLIC SERVICE COMMISSION OF WISCONSIN



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- 3. ARPA Location Data File
- 4. Post Project Requirements





Final Reporting Overview WHAT IS IT?

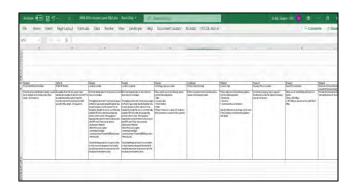
Final reporting encompasses several requirements related to end-of-project reporting. This reporting is required by federal law and needed to receive final payment.

ARPA Final Report Form



The 'ARPA Final Report Form' is a two-page form for gathering key end-ofproject information.

ARPA Location Data File



The 'ARPA Location Data File' is a CSV template used to submit end-of-project GIS data.

Additional Required Material

- Photos: Submit any existing photos of the projects, events and facilities related to the project that were not previously submitted.
- Press releases: submit any press releases, outreach materials and/or advertisements that were not previously submitted.
- Access programs: submit information about digital literacy, internet adoption or internet access programs and initiatives conducted related to the project.



Final Reporting Overview TIMELINE

Nearing Project Completion

The process of Final Reporting begins when the project is nearing completion; typically, when project is approximately 95% complete.

Request Documents Final Reporting materials (Final Report Form, Location Data File) will be provided to subrecipients upon request by emailing the Federal Grant Team:

PSCFederalBroadbandGrantReimbursement@wisconsin.gov

PSC Review, Criteria PSC will review and provide FR documents if project complies with the Grant Agreement, including:

Current on Quarterly report submittal

All Affirmative action and ACP assurance documents submitted.

No out-standing reimbursement requests (other than final request)

Receive, Complete Documents will be pre-populated with project-specific information and sent to the subrecipient via email.

Due Date Final Reporting materials (Final Report Form, Location Data File) should be submitted as soon as practicable after project completion and no later than 30 days after the end of the performance period. A project is considered complete when all construction is completed, and service is available for all customers in the grant project area.

Submittal

The completed Final Report form shall be submitted using the PSC Electronic Records Filing system (ERF). The completed Location Data File (and other required materials) should be submitted to the PSC Fed team via email:

PSCFederalBroadbandGrantReimbursement@wisconsin.gov





Final Reporting OverviewGrant Agreement Reminders

Section 3.8.1: Final payment will not be awarded prior to the submittal/approval of the required reports and information to the Commission.

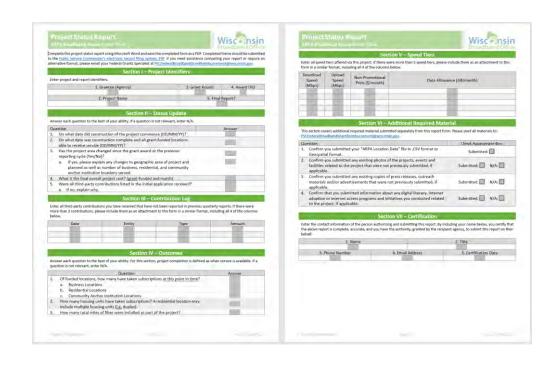
Section 26.2.2: The ARPA Final Report form is due at the same time that a Grant Recipient submits a final Request for Payment.

Section 26.4: Failure to file or timely file reports may result in claw back of funds up to the Total Award.





ARPA Final Report Form



When your project is nearing completion (approximately 95%), email the federal broadband reimbursement team and we will provide you with a form that is pre-populated with your project-specific information.

PSCFederalBroadbandGrantReimbursement@wisconsin.gov





ARPA Final Report Form Section 1: Project Identifiers

Section	I – Project Identifiers				
Enter project and report identifiers.					
1. Grantee (Agency)	3. Grant Round	4. Award UID			
ABC, LLC	ARPA.2022	123			
2. Project Name	5. Final	Report?			
own of XYZ					

PSC Staff will 'pre-populate' Section 1 for you with your unique project-specific information.





ARPA Final Report FormSection 2: Status Update

	Section II – Status Update	
Ans	swer each question to the best of your ability. If a question is not relevant, enter N/A.	
Qu	estion	Answer
1.	On what date did construction of the project commence (DD/MM/YY)?	
2.	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.	
3.	Has the project area changed since the grant award or the previous reporting cycle (Yes/No)?	
	 If yes, please explain any changes to geographic area of project and planned as well as number of business, residential, and community anchor institution locations served. 	
4.	What is the final overall project cost? (grant-funded and match)	
5.	Were all third-party contributions listed in the initial application received? a. If no, explain why.	

A project is considered complete when all construction is completed, and service is available for all customers in the grant project area.





ARPA Final Report Form Section 3: Contribution Log

Section III - Contribution Log

Enter all third-party contributions you have received that have not been reported in previous quarterly reports. If there were more than 3 contributions, please include them as an attachment to this form in a similar format, including all 4 of the columns below.

- All third-party contributions received that have not already been reported in quarterly reports
- Do NOT include your own matching funds





ARPA Final Report Form Section 4: Outcomes

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 Of funded locations, how many have taken subscriptions at this point in time? a. Business Locations b. Residential Locations c. Community Anchor Institution Locations The work of the project? Answer Answer





ARPA Final Report Form Section 5: Speed Tiers

Please use the Data allowance section to disclose any data caps or data thresholds whereby speed and/or service changes.





ARPA Final Report Form Section 6: Additional Required Material

Section VI - Additional Required Material This section covers additional required material submitted separately from this report form. Please send all materials to: PSCFederalBroadbandGrantReimbursement@wisconsin.gov. Check Appropriate Box Question 1. Confirm you submitted your "ARPA Location Data" file in .CSV format or Submitted: Geospatial format. 2. Confirm you submitted any existing photos of the projects, events and Submitted: N/A: facilities related to the project that were not previously submitted, if applicable. 3. Confirm you submitted any existing copies of press releases, outreach Submitted: N/A: materials and/or advertisements that were not previously submitted, if applicable. 4. Confirm that you submitted information about any digital literacy, internet Submitted: N/A: adoption or internet access programs and initiatives you conducted related to the project, if applicable.





ARPA Final Report FormSection 7: Certification

Section VII - Certification

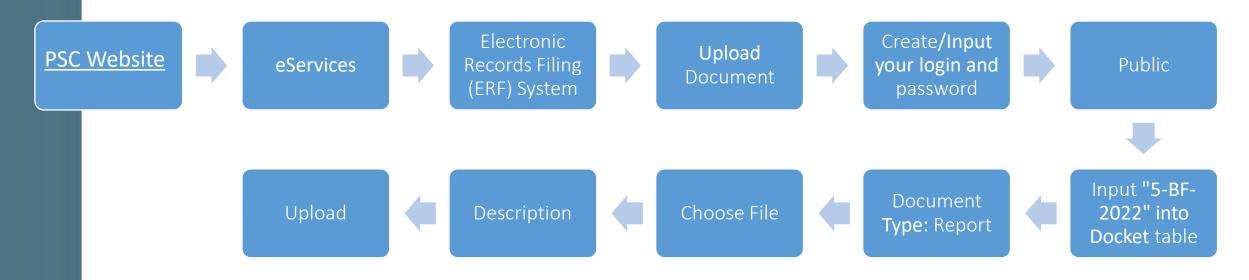
Enter the contact information of the person authorizing and submitting this report. By including your name below, you certify that the above report is complete, accurate, and you have the authority, granted by the recipient agency, to submit this report on their behalf.

1. Name		2. Title	
3. Phone Number	4. Email Address		5. Certification Date





ARPA Final Report Form HOW TO SUBMIT



Description: ARPA Final Report, Award UID: Agency Name - Project Name

Example: ARPA Final Report, Award 123: ACB, LLC - Town of XYZ

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





'ARPA Location Data' File

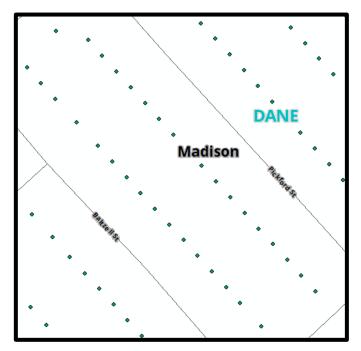
The mapping data for your Grant Project

File Home Insert Page Li	yout Formulas Data Review				Search (Alt+Q)					
x		View Developer Help I	Document Locator Acrobat PS	C DL Add-in						□ Comments 🖻 Share
										,
0	Ε	F	G	н			Ř	Ĺ	u	14
Optional Fabric D Number	Required Location Latitude	Required Location Longitude	Required Technology Type at Location	Conditional If Other, Specify (Actual)	Required Location Type	Required Reusing Units at Location	Required Speed Pre-investment	Required Maximum Download Speed Offered at	Required Maximum Download Speed Delivered at	Required Re Maximum Upload Speed Offered at Location Ma
Tarvalation Enter the side specific factor. To relation the side specific factor for the side of the	Date the lattude data for the location to unition service in shalled the lighty preferred and firesoury- tion. The lighty preferred and firesoury- tion shall be sh	Enter the loopstude data for the location to which service in Installed. The holly perfer and Treasury—service and off-control to the holly perfer and Treasury—service and off-control to the holly perfect and the location in the holly perfect and the location in the holly perfect and the location in the holly perfect physically presented in the location which carried in the location in the locat	Places asked one of the following options from the following policies. 1. Figer 1.	P Other is aelected from the pocket, please require in the facilities provided.	Please select one of the following spition. Please select one of the following spition. 1. Resourcements spition. 2. Eventual selection of the following spition of the fol	Fluoriden_Category_Type in equal to 1. Fluoriden_Category_Type in equal to 1.	Selections of the following options from a 1. Service 250 Mage. 2 1250 Mage. 2 1250 Mage or greater dud less than 100/23 Mage.	Legation Publications and Conference of the Conf	Leading Thysic Accessment Accessing to the Control of Control Accessing and the Control of Control Accessing a Control of Control Accessing a Cont	The the restrict more used search of the control of
NA.			auto fil (all fiber, correct?)	auto fili as N/A			autoriii (below 25/3)	auto fil (assuming FTTP connections will hi comparable end user speeds)	ave	auto fil (assuming FETH connections will have comparable end user speeds)
Location Data RB	(a)									
Location Data BB	•					4				T T - + 509





'ARPA Location Data' file Summary Requirements



Submit all ARPA Location Data as soon as possible after completion. Remember to request your data files!

Data must report **all locations** that can be served by the grant-funded project, following **Treasury/PSC's schema**.

The file must be sent in CSV or geospatial files (file geodatabase or shapefile).

Required	Required	Optional	Required	Required	Required	Conditional	Required	Required	Required	Required	Required	Required	Required	Required
Project Name	MICANOCOM ACCURATION	Fabric ID Number	Location Latitude	Location Longitude	THE RESERVE AND ADDRESS OF THE PARTY OF THE	if Other, Specify (Actual)	10 TO ATT WHITE CO. MINTER	A SECTION OF THE RESERVE OF THE RESE		Download Speed <u>Offered</u> at Location Post-	at Location Post-		Maximum Upload Speed Delivered at Location Post- Investment	Latency Delivered at Location Post- Investment
MBCSville	XXXXXXX	-	44.23213	-91.67977	1	NA	1	5	20	100	50	2	20	20 15





Location Data file - Treasury/PSC's Schema

For each location, complete all 15 fields/columns in your project-specific file

Required for submissions of either the CSV and/or Geospatial file.

- 1. Project Name
- 2. Project Identification Number
- 3. Fabric ID Number
- 4. Location Latitude
- 5. Location Longitude
- 6. Technology Type at Location
- 7. if Other, Specify (Actual)
- 8. Location Type

- 9. Housing Units at Location
- 10. Speed Pre-Investment
- 11. Maximum Download Speed
 Offered at Location PostInvestment
- 12. Maximum Download Speed Delivered at Location Post-Investment

- 13. Maximum Upload Speed Offered at Location Post-Investment
- 14. Maximum Upload Speed
 Delivered at Location PostInvestment
- 15. Latency Delivered at Location Post-Investment



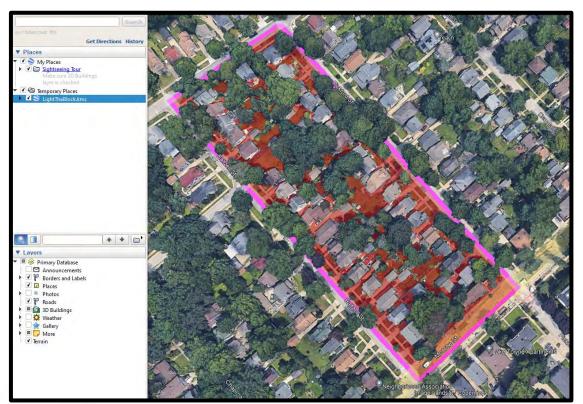


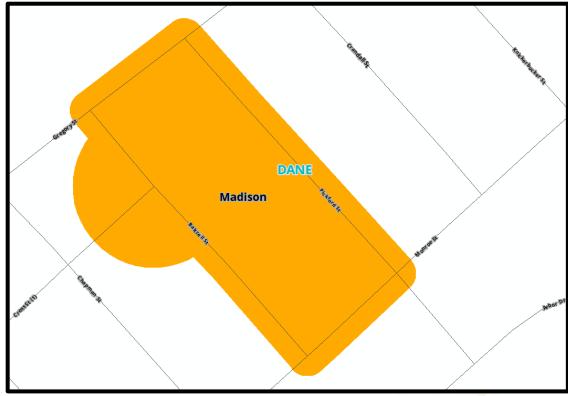
Mapping Data Worst Practices

The following mistakes won't be accepted by Treasury/PSC!

Submitting KML/KMZ Files

Submitting Coverage Area Files







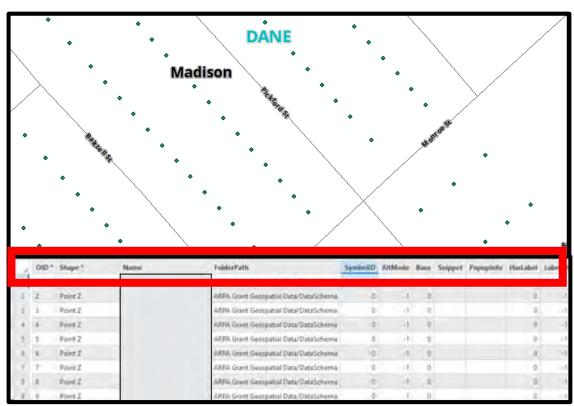


Location Data Submission Worst Practices

The following mistakes won't be accepted by Treasury/PSC!

Submitting Data Using Alternate Schema

Submitting File With Incomplete Data



- 4	А	В	С	D	E	F	G	Н	1
4		_			_	Г	_		1
1	A FAKE ISP	50	1000	1000	1			COLTERVILLE	WI
2	A FAKE ISP	50	1000	1000	1		124 MAIN ST	MILENASBURG	WI
3	A FAKE ISP	50	1000	1000	1		125 MAIN ST	COLTERVILLE	WI
4	A FAKE ISP	50	1000	1000	1		126 MAIN ST	MILENASBURG	WI
5	A FAKE ISP	50	1000	1000	1		127 MAIN ST	COLTERVILLE	WI
6	A FAKE ISP	50	1000	1000	1		128 MAIN ST	MILENASBURG	WI
7	A FAKE ISP	50	1000	1000	1		129 MAIN ST	COLTERVILLE	WI
8	A FAKE ISP	50	1000	1000	_ 1		130 MAIN ST	MILENASBURG	WI
9	A FAKE ISP	50			1		131 MAIN ST	COLTERVILLE	WI
10	A FAKE ISP	50			1		132 MAIN ST	MILENASBURG	WI
11	A FAKE ISP	50			1		133 MAIN ST	COLTERVILLE	WI
12	A FAKE ISP	50			1		134 MAIN ST	MILENASBURG	WI
13	A FAKE ISP	50			1		135 MAIN ST	COLTERVILLE	WI
14	A FAKE ISP	50			1		136 MAIN ST	MILENASBURG	WI
15	A FAKE ISP	50			1		137 MAIN ST	COLTERVILLE	WI
16									
17									
18									
19									
20									
21									
22									





Location Data Submission Worst Practices

The following mistakes won't be accepted by Treasury/PSC!

Sending Data with Missing Column Headers (and Different Schema, in this example)

\square	Α	В	С	D	E	F	G	Н	- 1	J	K	L	М	N	0	Р
4			4000	4000	4							-	n	4		
2		50	1000	1000	1							1	R	1		
3		50	1000	1000	1							1	R	1		
4		50	1000	1000	1							1	R	1		
5		50	1000	1000	1							1	R	1		
6		50	1000	1000	1							2	R	1		
7		50	1000	1000	1							2	X	1		

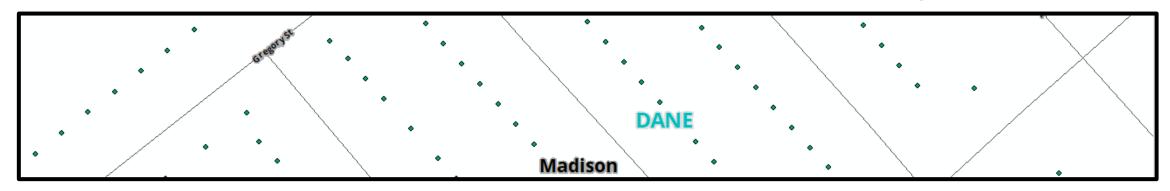
Submitting Data with Alternate Geographies (example: Census Blocks) (also Missing Column Headers)

	А	В	С	D	E	F	G	Н	1	J	K	L	M
-1	552250119002011		70	1	22	12	0						
2	552250119001003		70	1	22	12	0						
3	552250120021001		70	1	22	12	0						
4	552250120024065		70	1	22	12	0						
5	552250120024115		70	1	52	11	0						
6	552250120021011		70	1	22	12	0						





Location Data Submission – What Is Acceptable?



Submit a file that matches the data schema, whether using a CSV or geospatial file.

Required	Required	Optional	Required	Required	Required	Conditional	Required	Required	Required	Required	Required	Required	Required	Required
Name	Project Identification Number	All and has been been been a second	THE RESIDENCE OF THE PARTY OF T	Location Longitude	Technology Type at Location	if Other, Specify (Actual)	Location Type			Download	Download Speed <u>Delivered</u> at Location Post-		Maximum Upload Speed Delivered at Location Post- Investment	Latency Delivered at Location Post- Investment
MBCSville	XXXXXXX	-	44.23213	91.67977	1	NA	1	Ę	20	100	50	20	20	15





Treasury/PSC's Data Schema – Tips n' Tricks

Some columns are tricky to complete! Check later slides for tips on the bolded fields.

- Project Name
- 2. Project Identification Number
- 3. Fabric ID Number ("Optional")
- 4. Location Latitude
- **5.** Location Longitude
- 6. Technology Type at Location
- 7. if Other, Specify (Actual)
- 8. Location Type

- 9. Housing Units at Location
- 10. Speed Pre-Investment
- 11. Maximum Download Speed
 Offered at Location PostInvestment
- 12. Maximum Download Speed Delivered at Location Post-Investment

- 13. Maximum Upload Speed Offered at Location Post-Investment
- 14. Maximum Upload Speed
 Delivered at Location PostInvestment
- 15. Latency Delivered at Location Post-Investment

NOTE: Do not share "Optional" explicit Broadband Serviceable Location Fabric data (per licensing issues)! We'll address this when sharing is permissible.





Tips & Tricks – Location Latitude & Longitude



The coordinates required by the schema can be different • from the related address coordinates •

Treasury Guidelines:

The latitude/longitude data for each location to which service is designed to be installed should be situated at the structure that is the broadband serviceable location.





Tips & Tricks – Technology Type at the Location

All ARPA projects are Fiber, but the schema code is different than the usual FCC code 50.

Treasury Guidelines:

Technology Type at Location	Required	Please select one of the following options from the following picklist: 1. Fiber 2. Coaxial Cable 3. Fixed Wireless 4. Other If Project Status has a value of 4, recipients will be prompted to respond to this question.
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Tips & Tricks – Location Type

Different code and categories from Fabric's 'building type' field.

Treasury guidelines: Single Family, Multi-apartment complex, Condo, Group quarter, Farms with residence on site, are all considered Residential (code 1).

Location Type	Required	Please select one of the following options from the following picklist: 1. Residential 2. Business 3. Community Anchor Institution Specific definitions of each type can be found in the Compliance and Reporting Guidance User Guide.
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Tips & Tricks – Housing Units at Location

Treasury guidelines: If Location_Category_**Type is = 1. Residential**, please provide the **number of housing units at this location**.

location_id	address_primary	city	state	zipcode	unit_count	building_type_code	housing_unit_count	stucture example
1140076818	1235 W Lalla ST	COLTMI	WI	12346	1	R	1	single family home
1140076819	1236 E Lalla ST	MICOLT	WI	12347	35	R	35	appartment complex; condo
1140076820	1237 N Lalla RD	MILCOLT	WI	12347	8	x	4	mixed-use 2 story building with 4 retailers at groud floor and 4 apartment units at first floor
1140076821	1238 S Lalla ST	MICOLT	WI	12348	1	x	1	farm





ARPA Locations Data file - Naming Conventions

The Locations Data file will be sent to you with the following nomenclature:

AwUID[123]_FY2022ARPA_[agency name]_[project name]

Example: AwUID891_FY2022ARPA_BBFastInternetCoop_ColtervilleT.

Submitted CSV or geospatial files and related ZIP folders must keep that same name.

- No spaces or other special characters!
- Using only an underscore (_)
- If a government unit is part of the project name, the type of unit is also indicated (Town (T), Village (V), City (C), or County (Co)).



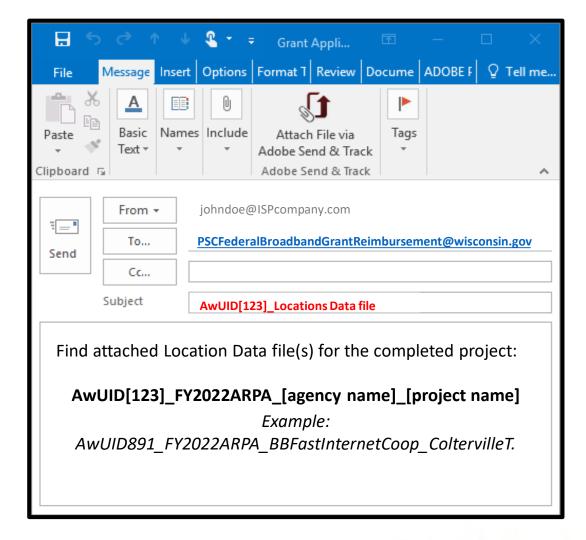


Submitting Data & Getting Help

Your filled out **Locations Data file** must be submitted **via email** as soon as possible after completed project build-out to:

<u>PSCFederalBroadbandGrantReimbur</u> <u>sement@wisconsin.gov</u>

If you need help compiling the data: Email your request to the address above, and the mapping team will be notified.







Post Project Requirements

Remember to reference the grant agreement for all requirements associated with your grant!

- **Record Keeping**; Section 5.0 of Grant Agreement and U.S. Treasury guidelines
 - Retain records for at least 5 years following final payment of award

Reporting;

- 26.2.3 Post ARPA Project Status Reports are due annually during December of the calendar year following Grant Recipient's filing of the final Project Status Report. Grant Recipient must file for two years, i.e., two annual Post Project Status Reports.
- Potential for additional reporting requirements from Treasury per section 27.0 of grant agreement: "Grant Recipient is required to submit, in a complete and timely manner, information to the Commission upon request, to satisfy any requirement of the Fiscal Recovery Funds by the Treasury Department."
- <u>Publicity</u>; Section 24.0 of Grant Agreement
 - Email any press releases, project news, articles or promotional pieces to: <u>PSCFederalBroadbandGrantReimbursement@wisconsin.gov</u>
- Failure to File or Timely File; Failure to file or timely file reports may result in claw back of funds up to the Total Award.







Questions?

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