

Capital Projects Fund Digital Connectivity and Navigators Grant Program 5-CPF-2024

Thursday, April 11, 2024

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PUBLIC SERVICE COMMISSION OF WISCONSIN

Wisconsin Broadband Office

- Section I: Grants (Overview)
 - Getting Started (where to find information, resources)
 - General Program Information
 - Schedule of Events
 - Eligibility
 - Evaluation, Merit Criteria
- Section II: Application Process
 - How to Apply?
 - Application Requirements
 - Application
 - Best Practices
- Section III
 - Resources
 - Questions

ACRONYMS

CPF = Capital Projects Fund

WBO = Wisconsin Broadband Office

PSC = Public Service Commission

MDU = Multi-dwelling Unit

CPF Connectivity = Digital Connectivity and Navigators

Section I:

Digital Connectivity and Navigators Grant Program Overview

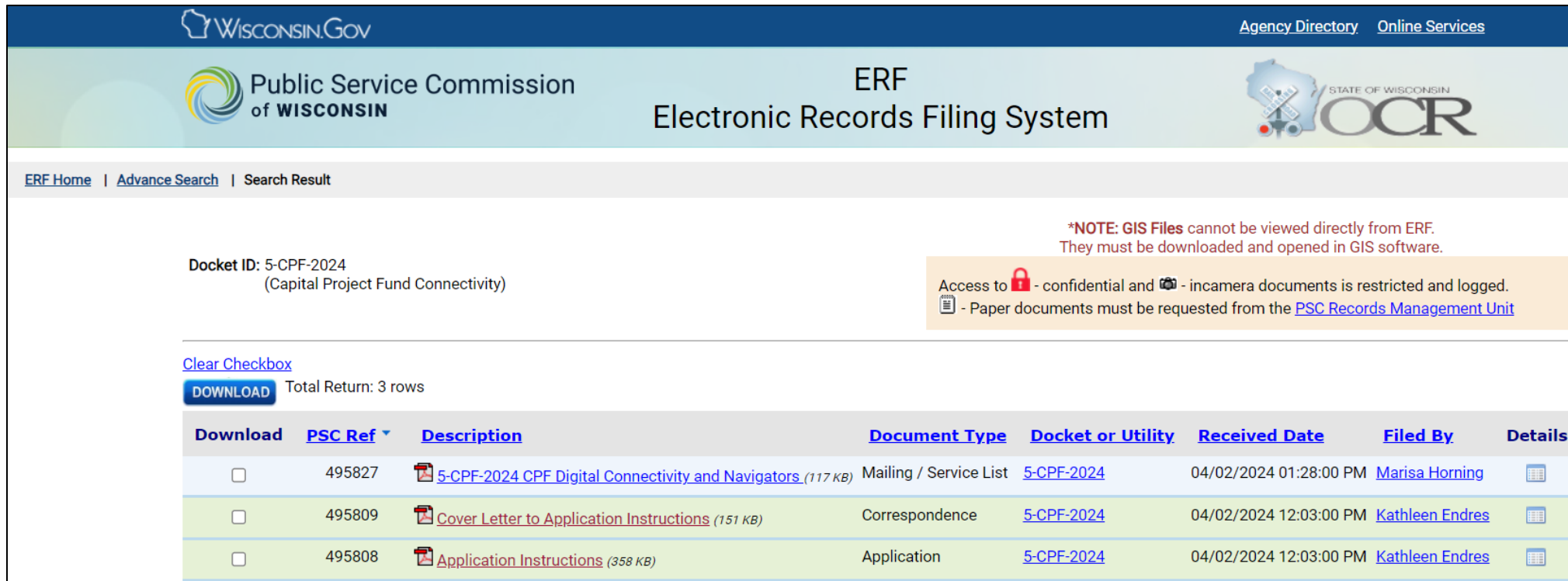
Where to find information and resources

Visit PSC's CPF-DC&N webpage for a variety of up-to-date resources:

- Webpage: <https://psc.wi.gov/Pages/ServiceType/Broadband/DigitalConnectivityNavigators.aspx>
- **Application Instructions:** <https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=495808>
- Grants System Info: <https://psc.wi.gov/Pages/GrantsSystem.aspx>
- Grants System User Guide: <https://psc.wi.gov/Documents/GrantsSystemUsersGuide.pdf>
- CPF Email: PSCCapitalProjectsFund@wisconsin.gov

Where to find information and resources

- All official documentation related to the CPF Digital Connectivity and Navigators Grant round will be published to PSC's Electronic Filing System ([ERF](#)) under Docket # [5-CPF-2024](#).
- Search for & subscribe to dockets on ERF Home page: <https://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx>



The screenshot shows the ERF (Electronic Records Filing System) interface. At the top, there is a navigation bar with "WISCONSIN.GOV" and "Agency Directory | Online Services". Below this is the "Public Service Commission of WISCONSIN" logo and the "ERF Electronic Records Filing System" title. A search bar shows "Docket ID: 5-CPF-2024 (Capital Project Fund Connectivity)". A note states: "*NOTE: GIS Files cannot be viewed directly from ERF. They must be downloaded and opened in GIS software." Below the note, there is a "DOWNLOAD" button and "Total Return: 3 rows". A table lists the search results:

Download	PSC Ref	Description	Document Type	Docket or Utility	Received Date	Filed By	Details
<input type="checkbox"/>	495827	5-CPF-2024 CPF Digital Connectivity and Navigators (117 KB)	Mailing / Service List	5-CPF-2024	04/02/2024 01:28:00 PM	Marisa Horning	Details
<input type="checkbox"/>	495809	Cover Letter to Application Instructions (151 KB)	Correspondence	5-CPF-2024	04/02/2024 12:03:00 PM	Kathleen Endres	Details
<input type="checkbox"/>	495808	Application Instructions (358 KB)	Application	5-CPF-2024	04/02/2024 12:03:00 PM	Kathleen Endres	Details

General Program Information



- CPF Digital Connectivity and Navigators Program aims to address challenges laid bare by the COVID-19 pandemic by deploying computing devices, install Wi-Fi equipment in targeted apartment buildings, and provide digital navigation services to make use of the devices for work, education, and health monitoring.
- Up to **\$33 Million** for projects
- CPF Connectivity is a competitive sub-grant program that encourages partnerships
- Program will target underserved, underconnected, and low income communities and households in Wisconsin
- Can apply for funding to deploy devices and/or install MDU Wi-Fi – projects must **include digital navigation component**

Schedule of Events



DATE

April 2, 2024

April 11, 2024 2:00 p.m.

May 8, 2024

June 18, 2024

June 19, 2024 1:30 p.m.

EVENT

Date of issue of the application instructions

Application Overview [Webinar](#)

Last day for submitting questions and requests for clarification

Last day to request Grant System assistance

Applications due from applicants (deadline for submitting in the Grant System)

The performance period begins with the Commission Order awarding grants and ends on November 1, 2026.

1. Entities eligible to apply:

- Any nonprofit as defined as an IRS 501(c)(3) organization
- Tribal Governments of federally recognized Tribes
- Political subdivisions, city, village, town or county in Wisconsin
- Institutions of Higher Education
- Public Library Systems, Municipal, County, and Tribal Libraries
- Internet Service Providers (ISP), including residential managed service providers
- Public Housing authorities
- Non-profit housing organizations including community development housing organizations

2. The project:

(1) invests in capital assets designed to directly enable work, education, and health monitoring

(2) is designed to address a critical need of the community that resulted from, or was made apparent or exacerbated by, the COVID-19 public health emergency

(3) is designed to address a critical need of the community to be served by it

3. The applicant and/or applicant's partner(s) confirm grant funding will primarily be for low-income, underserved or underconnected households for the following activities: MDU Wi-Fi and/or eligible device long term loan programs, and digital navigator services for recipients of devices deployed and/or to MDU residents for during the performance period.

How Does the Commission Evaluate Grant Applications?

The record that the Commission considers to make its grant award decision consists of the following items:

- Grant applications
- Comments of interested persons in support as part of the application
- Ranking of the grant applications prepared by a preliminary evaluation committee
- Discussion memo prepared by Commission staff (advisory only)

The Commission meets in an open session to discuss the record and to decide which applications should be awarded grants.

Merit Criteria

These tables are high-level outlines of the criteria required to achieve full points. Please see the application instructions document for a more detailed outline of the Merit Criteria.

General Merit Criteria for All Projects – 80 points

<i>Merit Criteria</i>	<i>Points</i>
Engagement: Applicant demonstrates that the planning of their proposal includes a high-level of community engagement and support.	10
Digital Navigators: Applicant's proposed project includes a clearly defined digital navigator program or service that attests to the quality of the digital navigator breadth and depth of services.	10
Financial and operational capacity: The applicant demonstrates financial and operational capacity to execute the project successfully within the performance period.	10
Trusted relationship with target population: The applicant has a mission, history and/or organizational goals that relate to the target population and there is evidence of a trusting relationship between the applicant and target population.	10
Demonstrated Need: Applicant has conducted surveys, collected information or provided other data regarding the target population and /or locations / communities to be served.	10
<u>Highest Need: Project will primarily serve locations that are located in economically distressed communities disproportionately affected by the COVID-19 pandemic (tied to Center for Disease Control's Social Vulnerability Index (SVI)).</u>	10
Project Design and Impact: The applicant's proposal and goals are clear, achievable, measurable, and able to be completed within the performance period.	10
No or extremely low cost to target population: Proposed project provides devices, Wi-Fi and digital navigation service at no cost or extremely low cost to the target population.	10

Merit Criteria

These tables are high-level outlines of the criteria required to achieve full points. Please see the application instructions document for a more detailed outline of the Merit Criteria.

MDU Wi-Fi Project Merit Criteria – 10 points

<i>Merit Criteria</i>	<i>Points</i>
Network Design: Applicant’s project is reasonable, and the network is well designed, in the context of the building(s) and existing Wi-Fi deployment assets and barriers.	5
Affordable Housing: The proposed project serves an MDU that currently receives state, local, or federally-funded housing assistance.	5

Device Deployment Project Merit Criteria – 10 points

<i>Merit Criteria</i>	<i>Points</i>
Device Management: Applicant has demonstrated technical capacity for device deployment and management on a scale commensurate to the proposed project. distribution, warranty, and disposition.	5
Device Equipment: Applicant proposes to provide high quality digital devices that meet the needs of users to fully participate in work, school, and health monitoring activities.	5

Section II:

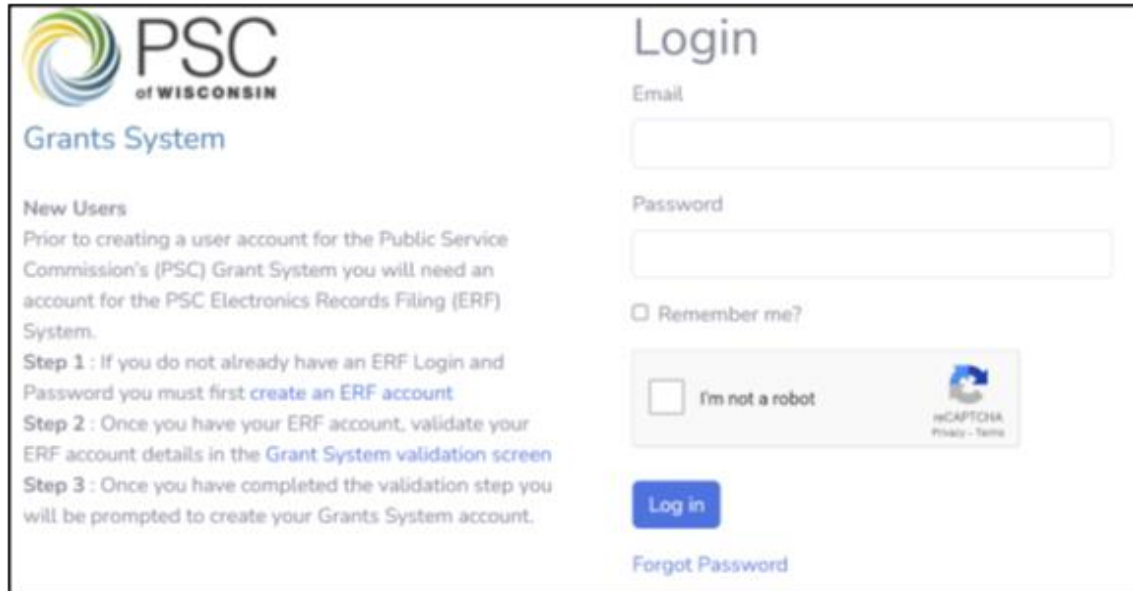
Digital Connectivity and Navigators

APPLICATION PROCESS

How to Apply?

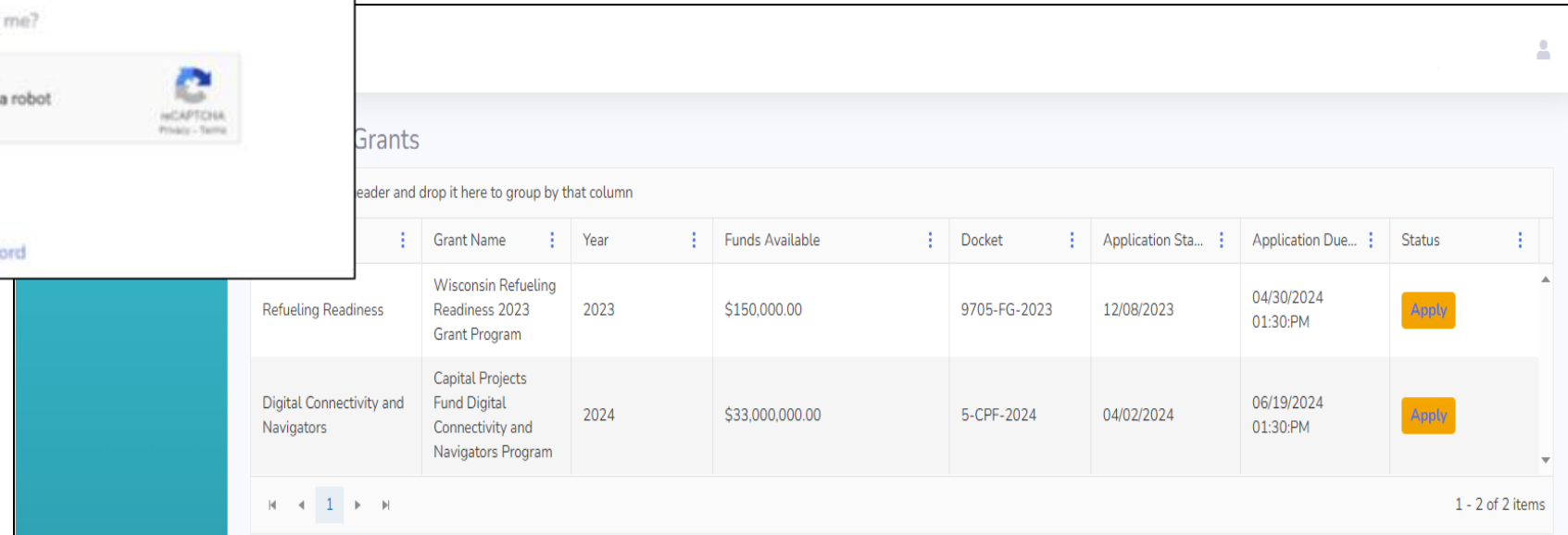
Application process is completed through PSC Grant System

- *Grant applications MUST be submitted via this system to be considered for funding.*
- *DO NOT upload your application to ERF, they will be automatically uploaded to ERF once submitted*



The screenshot shows the login interface for the PSC Grants System. It includes the PSC of Wisconsin logo, a 'Login' heading, and input fields for 'Email' and 'Password'. There are checkboxes for 'Remember me?' and 'I'm not a robot' (with a CAPTCHA icon). A 'Log in' button and a 'Forgot Password' link are also visible. A 'New Users' section provides instructions on how to create an account.

Login page: <https://apps.psc.wi.gov/apps/grants>

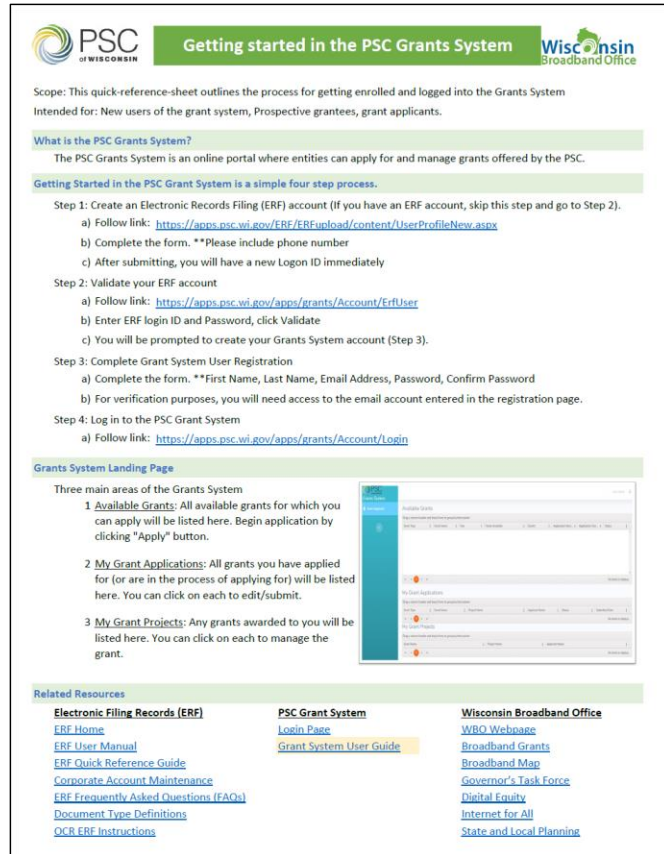


The screenshot shows the 'Grants' page with a table of available grant programs. The table has columns for Grant Name, Year, Funds Available, Docket, Application Status, Application Due Date, and Status. Two grant programs are listed: 'Wisconsin Refueling Readiness 2023 Grant Program' and 'Capital Projects Fund Digital Connectivity and Navigators Program'. Both have an 'Apply' button in the Status column.

	Grant Name	Year	Funds Available	Docket	Application Sta...	Application Due...	Status
Refueling Readiness	Wisconsin Refueling Readiness 2023 Grant Program	2023	\$150,000.00	9705-FG-2023	12/08/2023	04/30/2024 01:30:PM	Apply
Digital Connectivity and Navigators	Capital Projects Fund Digital Connectivity and Navigators Program	2024	\$33,000,000.00	5-CPF-2024	04/02/2024	06/19/2024 01:30:PM	Apply

How to Apply?

Grants System Resources



Getting started in the PSC Grants System

Scope: This quick-reference-sheet outlines the process for getting enrolled and logged into the Grants System
Intended for: New users of the grant system, Prospective grantees, grant applicants.

What is the PSC Grants System?
The PSC Grants System is an online portal where entities can apply for and manage grants offered by the PSC.

Getting Started in the PSC Grant System is a simple four step process.

Step 1: Create an Electronic Records Filing (ERF) account (If you have an ERF account, skip this step and go to Step 2).
a) Follow link: <https://apps.psc.wi.gov/ERF/ERFUpload/content/UserProfileNew.aspx>
b) Complete the form. **Please include phone number
c) After submitting, you will have a new Logon ID immediately

Step 2: Validate your ERF account
a) Follow link: <https://apps.psc.wi.gov/apps/grants/Account/ERFUser>
b) Enter ERF login ID and Password, click Validate
c) You will be prompted to create your Grants System account (Step 3).

Step 3: Complete Grant System User Registration
a) Complete the form. **First Name, Last Name, Email Address, Password, Confirm Password
b) For verification purposes, you will need access to the email account entered in the registration page.

Step 4: Log in to the PSC Grant System
a) Follow link: <https://apps.psc.wi.gov/apps/grants/Account/Login>

Grants System Landing Page

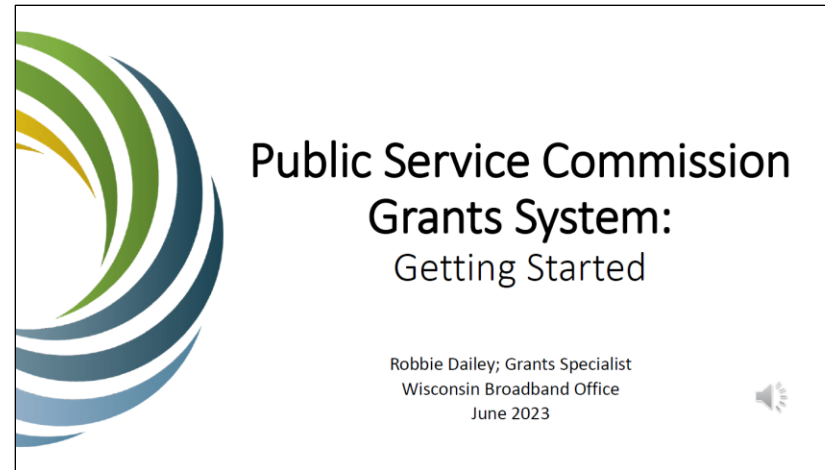
Three main areas of the Grants System

- Available Grants:** All available grants for which you can apply will be listed here. Begin application by clicking "Apply" button.
- My Grant Applications:** All grants you have applied for (or are in the process of applying for) will be listed here. You can click on each to edit/submit.
- My Grant Projects:** Any grants awarded to you will be listed here. You can click on each to manage the grant.

Related Resources

Electronic Filing Records (ERF)	PSC Grant System	Wisconsin Broadband Office
ERF Home	Login Page	WRO Webpage
ERF User Manual	Grant System User Guide	Broadband Grants
ERF Quick Reference Guide		Broadband Map
Corporate Account Maintenance		Governor's Task Force
ERF Frequently Asked Questions (FAQs)		Digital Equity
Document Type Definitions		Internet For All
OCR ERF Instructions		State and Local Planning

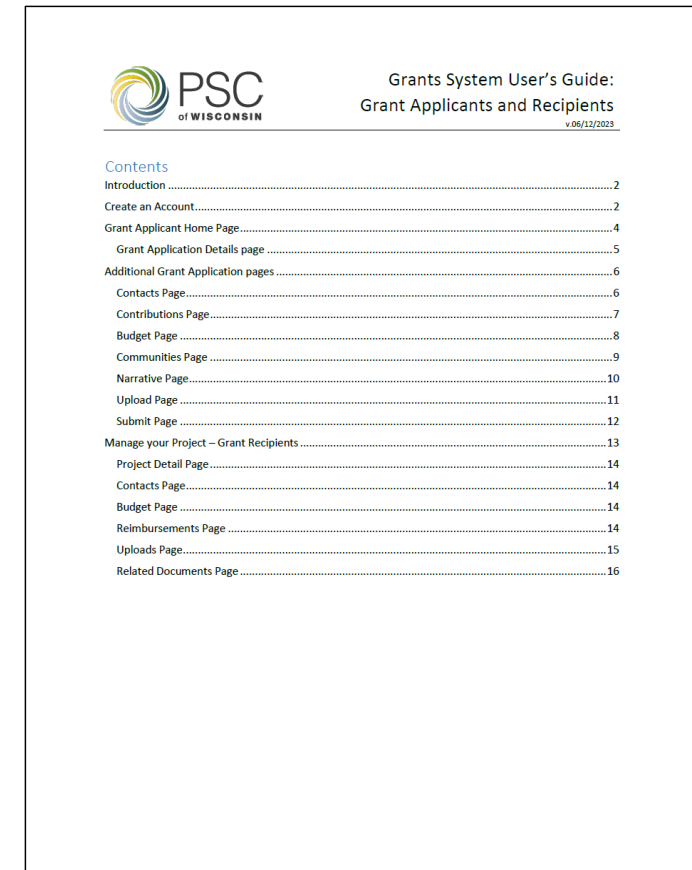
<https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystem.pdf>



**Public Service Commission
Grants System:
Getting Started**

Robbie Dailey; Grants Specialist
Wisconsin Broadband Office
June 2023

<https://psc.wi.gov/Documents/broadband/5-CPF-2023GettingStartedGrantsSystemPowerPoint.pdf>



**Grants System User's Guide:
Grant Applicants and Recipients**
v.06/12/2023

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Budget Page	14
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<https://psc.wi.gov/Pages/GrantsSystem.aspx>


Application Requirements

- View [CPF Application Instructions](https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=495808) for most comprehensive information on the application requirements, merit scoring, and application process.

<https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=495808>

PSC REF#:495808

Public Service Commission of Wisconsin



Public Service Commission of Wisconsin
RECEIVED: 4/2/2024 12:03:00 PM

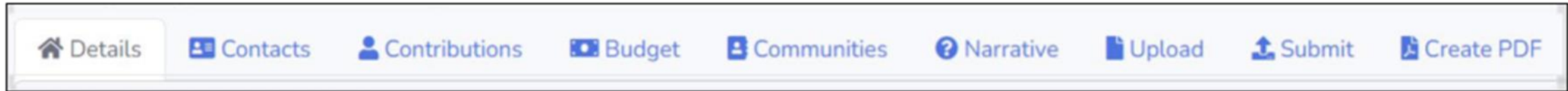
**Capital Projects Fund Digital
Connectivity and Navigators
Grant Program**

Application Instructions

Docket 5-CPF-2024

**Application Deadline
June 19, 2024
1:30 P.M.**

Application (Step by Step)



Step 1- Log in or create an ERF system account

Step 2- Click 'Apply' on the line for FY 2024 Capital Projects Fund Digital Connectivity and Navigators Grant

Step 3- Select the Details tab and fill in the required information

Step 4- Fill in one Primary Contact

Step 5- Enter in matching funds contributions

Step 6- Fill out the Budget section

Step 7- Enter in Communities

Step 8- Answer all Narrative questions

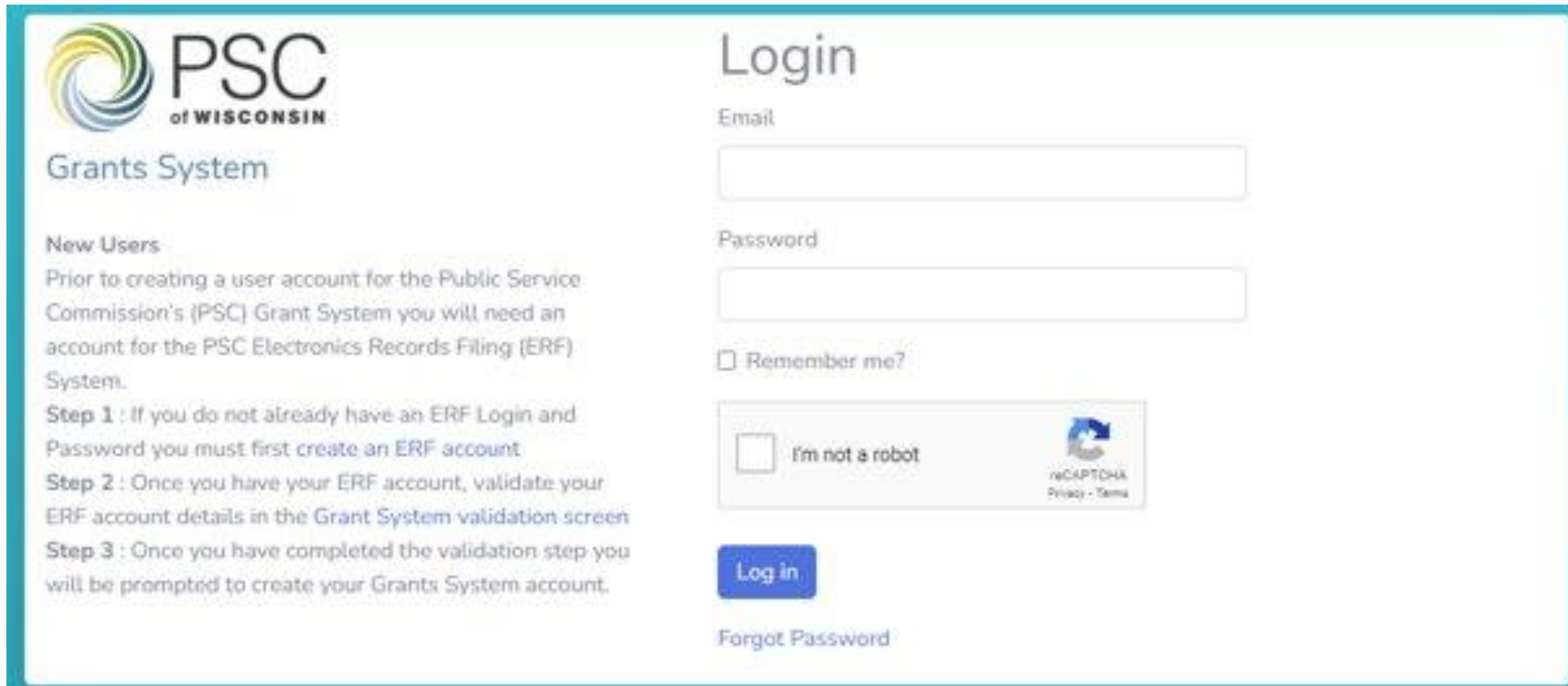
Step 9- Upload required and optional documents

Step 10- Review, Validate and Submit


Application (Step by Step)

Step 1- Login or create an ERF account

Login page: <https://apps.psc.wi.gov/apps/grants>



The screenshot shows the login page for the PSC Grants System. On the left, there is a section for "New Users" with instructions on how to create an account. On the right, there is a "Login" form with fields for "Email" and "Password", a "Remember me?" checkbox, a reCAPTCHA "I'm not a robot" checkbox, a "Log in" button, and a "Forgot Password" link.

 PSC
of WISCONSIN

Grants System

New Users
Prior to creating a user account for the Public Service Commission's (PSC) Grant System you will need an account for the PSC Electronics Records Filing (ERF) System.

Step 1 : If you do not already have an ERF Login and Password you must first create an ERF account.

Step 2 : Once you have your ERF account, validate your ERF account details in the Grant System validation screen.


Step 3 : Once you have completed the validation step you will be prompted to create your Grants System account.

Login

Email

Password

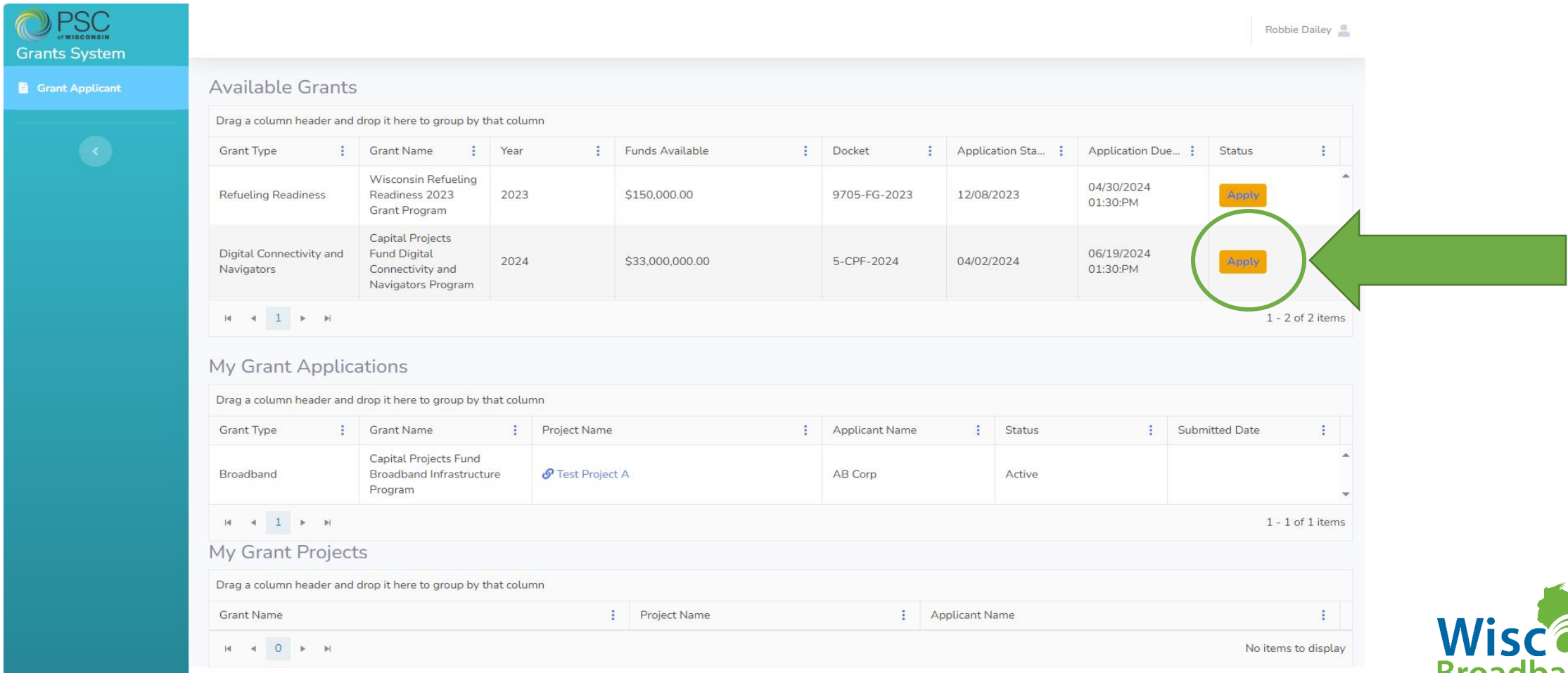
Remember me?

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Forgot Password](#)

Application (Step by Step)

Step 2- Click 'Apply' on the line for FY 2024 Capital Projects Fund Digital Connectivity and Navigators Grant



The screenshot displays the PSC Grants System interface. On the left is a teal sidebar with the PSC logo and 'Grants System' text, and a 'Grant Applicant' button. The main content area is titled 'Available Grants' and contains a table with two rows. The second row, for the 'Digital Connectivity and Navigators' grant, has an 'Apply' button circled in green with a large green arrow pointing to it. Below this are sections for 'My Grant Applications' (showing one application) and 'My Grant Projects' (showing no items).

Available Grants

Grant Type	Grant Name	Year	Funds Available	Docket	Application Sta...	Application Due...	Status
Refueling Readiness	Wisconsin Refueling Readiness 2023 Grant Program	2023	\$150,000.00	9705-FG-2023	12/08/2023	04/30/2024 01:30:PM	Apply
Digital Connectivity and Navigators	Capital Projects Fund Digital Connectivity and Navigators Program	2024	\$33,000,000.00	5-CPF-2024	04/02/2024	06/19/2024 01:30:PM	Apply

My Grant Applications

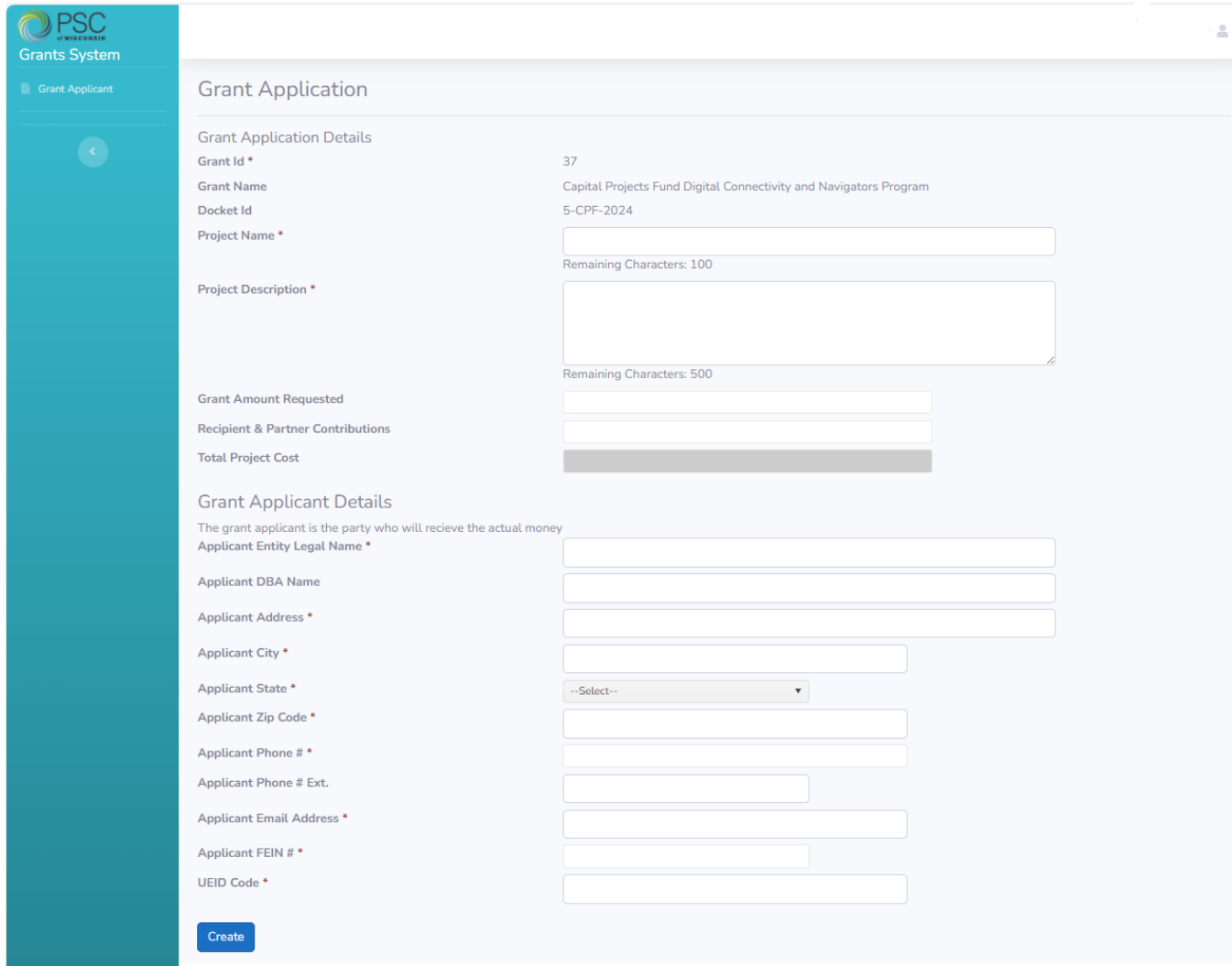
Grant Type	Grant Name	Project Name	Applicant Name	Status	Submitted Date
Broadband	Capital Projects Fund Broadband Infrastructure Program	Test Project A	AB Corp	Active	

My Grant Projects

Grant Name	Project Name	Applicant Name
No items to display		

Application (Step by Step)

Step 3- Enter project information and create grant application



The screenshot shows the 'Grant Application' form in the PSC Grants System. The form is divided into two main sections: 'Grant Application Details' and 'Grant Applicant Details'. The 'Grant Application Details' section includes fields for Grant Id (37), Grant Name (Capital Projects Fund Digital Connectivity and Navigators Program), Docket Id (5-CPF-2024), Project Name (with a text input field and a 'Remaining Characters: 100' indicator), Project Description (with a text area and a 'Remaining Characters: 500' indicator), Grant Amount Requested, Recipient & Partner Contributions, and Total Project Cost. The 'Grant Applicant Details' section includes a note: 'The grant applicant is the party who will receive the actual money'. It contains fields for Applicant Entity Legal Name, Applicant DBA Name, Applicant Address, Applicant City, Applicant State (a dropdown menu with '--Select--'), Applicant Zip Code, Applicant Phone #, Applicant Phone # Ext., Applicant Email Address, Applicant FEIN #, and UEID Code. A 'Create' button is located at the bottom left of the form.

Grant Application Details

- Project name
- Project description
- Grant amount requested
- Recipient & partner contributions
- Total project cost (calculated)

Grant Applicant Details

- Applicant type
- Entity legal name, DBA
- Contact info
- Tax ID (FEIN)
- UEID (Sam.gov ID)

Application (Step by Step)

Step 4- Fill in Contact Information

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N

Details Contacts Contributions Budget Communities Narrative Upload Submit Create PDF

Grant Application Contacts

Note: At least one primary contact is required.

+ Add New Contact

Contact Type	First Name	Last Name	Email	Phone
--------------	------------	-----------	-------	-------

New / Edit Contact

Contact Type * -- Choose Contact --

First Name *

Last Name *

Contact Title

Organization

Contact Email *

Contact Phone *

Contact Phone Ext.

Contact Address

Contact City

Contact State -- Choose State --

Contact Zip Code

Update Cancel

-- Choose Contact --

Primary

Secondary

Financial Manager

Grants Manager

Authorized Representative

Contractor

Partner

- **Required:** at least one Primary contact
- Add a Financial Manager contact if different than the grant applicant
- Fill in Authorized Representative
- Additional contacts

Application (Step by Step)

Step 5- Enter in matching funds contributions

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N

Details Contacts **Contributions** Budget Communities Narrative Upload Submit Create PDF

Recipient & Partner Contributions

List all parties contributing time, money, resources etc. to the project, including your own contributions. The total contributions on this page must equal the amount entered under Recipient & Partner Contributions on page 1 of this application.

Grant Amount Requested	\$1.00
Recipient & Partner Contributions	\$1.00
Total Project Cost	\$2.00

[+ Add new record](#)

Contributor Name	Cash	Salary	In Kind	Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Subtotals:	\$0.00	\$0.00	\$0.00		

1 - 1 of 1 items

Total Recipient & Partner Contribution: \$0

Warning! Total Recipient & Partner Contribution amount entered is not equal to Recipient & Partner Contribution amount in previous application detail page.

- Grant-Recipient and Partner contributions
- Description is optional- allows you to add notes regarding contribution
- Matching is OPTIONAL (not required or scored)

Validation step included

Application (Step by Step)

Step 6- Fill out the Budget section

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N

[Details](#) [Contacts](#) [Contributions](#) **[Budget](#)** [Communities](#) [Narrative](#) [Upload](#) [Submit](#) [Create PDF](#)

Grant Application Budget

[Save changes](#) [Cancel changes](#)

Budget Item	Grant Funded	Contribution Funded	Notes
Contractual, Consultant fees			
Equipment			
Labor (Salary, Fringe)			
Permitting, Licensing fees			
Other			
Supplies			
Travel			
Subtotal:	\$0.00	\$0.00	

1 - 7 of 7 items

Total Budget: \$0

Warning! Total Budget amount entered is not equal to Total Project Cost amount in previous application detail page.

- Enter in budget amounts for each budget category (round to whole dollars).
 - Contractual, Consulting Fees
 - Equipment
 - Labor (Salary, Fringe)
 - Permitting, Licensing Fees
 - Other
 - Supplies
 - Travel
- Correctly distribute budget category costs between grant funds and contribution funds. Built in validation include:
 - Total Budget = Total Project Cost from Details Tab
 - Grant and Contribution subtotals must equal Details Tab
 - Enter Zero's where appropriate

Application (Step by Step)

Step 7- Enter in Communities

Enter the County/Counties and municipalities to be served by the project

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N

Details Contacts Contributions Budget **Communities** Narrative Upload Submit Create PDF

Grant Application Communities Served

+ Add new record

County	Municipality
-- Choose County --	-- Choose Municipality --

Save Cancel

ⓘ The County Code field is required. ⓘ The Municipality ID field is required.

1 - 1 of 1 items

Tip: if project is to serve entire county, select county within "Municipality List"

Application (Step by Step)

Step 8- Answer all Narrative questions

- 36 questions
- Answer every question
- Save work before advancing to the next page
- Character limits on all fields
- Not possible to copy/paste formatting or images, only text
- If questions: Tool Tip > App Instructions > Email Inquiry

PSCCapitalProjectsFund@wisconsin.gov

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N


[Details](#) [Contacts](#) [Contributions](#) [Budget](#) [Communities](#) **[Narrative](#)** [Upload](#) [Submit](#) [Create PDF](#)

Grant Questions

Page 1 of 12

The narrative question box can be expanded by dragging the lower right hand corner of the box.

1 Is the primary applicant for the CPF Digital Connectivity and Navigators Program an eligible applicant as listed in the grant instructions?
--Select one--

2 Specify the type of organization of the primary applicant. Reference the 'Tool Tip' for appropriate responses. 

Remaining Characters: 300

3 Will the project invest in capital assets designed to directly enable work, education, and health monitoring?
--Select one--

[Save](#)

Save any changes before navigating to different page.

1 2 3 4 5 6 7 8 9 10 Next Last

Application (Step by Step)

Step 9- Upload optional documents

Potential uploads:

- If applicable, documentation of any **public-private partnership**
- Additional **letters** of support, survey data, or supportive materials
- Additional supplemental materials
- **GIS DATA NOT PART OF THIS APPLICATION PROCESS**

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N

[Details](#) [Contacts](#) [Contributions](#) [Budget](#) [Communities](#) [Narrative](#) **Upload** [Submit](#) [Create PDF](#)

Upload Documents

[Upload Public Document](#) [Upload Confidential Document](#) ~~[Upload Public GIS Files](#)~~

Grant Applications are public documents and are searchable on the State of Wisconsin's Electronic Records Filing System. If you wish to add a document that is confidential you must also file an affidavit and a redacted copy. Accepting a confidential document is at the discretion of PSC staff and is not guaranteed.

Items to Note:

- All PDF documents will be stamped with the date and time the file was submitted.
- Documents must not be protected with passwords, file restrictions or digital signatures. Protected files will be rejected because they cannot be stamped.
- Documents should be printed to PDF from the original software used to create the document.
- Scanned documents can be problematic. If a document must be scanned: scan the document, then open the document in Adobe and Print to PDF. This eliminates most scanned document issues.
- In general, documents should be prepared using an easily readable font and should fit on 8 ½ x 11-inch paper when printed.
- The maximum file size for a single file is 10MB. You can submit up to 20 files per application.

These documents have been uploaded but not submitted. These documents will be submitted when the application is submitted.

Pending Documents

Document Name	Document Description	Uploaded Date
---------------	----------------------	---------------

Application (Step by Step)

Step 10- Review, Validate and Submit

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N

[Details](#) [Contacts](#) [Contributions](#) [Budget](#) [Communities](#) [Narrative](#) [Upload](#) [Submit](#) [Create PDF](#)

Validate Application

If required fields are not completed, errors will appear on this page when you click "Validate Application". Please correct all errors that appear on this page and validate again when ready. If there are no validation errors, a "Submit Application" button will appear and the application can be submitted.

[Validate Application](#)

[Validate Application](#)

Validation Errors

[Export to Excel](#)

Section Name	Validation Message
▼ Section: 2. Contact Tab	
Contact Tab	Missing primary contact - At least one "Primary" contact, is required.
▼ Section: 3. Contribution Tab	
Contribution Tab	No contribution record, Recipient and Partner Contribution Amount on detail tab must be 0.
▼ Section: 4. Budget Tab	
Budget Tab	Contractual, Consultant fees - Grant Fund OR Contribution Funds must be 0 or greater than 0.
Budget Tab	Equipment - Grant Fund OR Contribution Funds must be 0 or greater than 0.
Budget Tab	Labor (Salary, Fringe) - Grant Fund OR Contribution Funds must be 0 or greater than 0.

- Review your application for accuracy and completeness.
- Go to submit tab, click 'validate'

Application (Step by Step)

PSC Grants System – Create PDF Page

- You can export a PDF version of the document to share with collaborators
- Available while drafting application, or after submitted
- Do not upload this PDF to ERF, your application is automatically uploaded

Grant Type: Digital Connectivity and Navigators | Grant Name: Capital Projects Fund Digital Connectivity and Navigators Program | Grant Year: 2024 | Project: Test Project DC&N

[Details](#)

[Contacts](#)

[Contributions](#)

[Budget](#)

[Communities](#)

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Create PDF

You can create a PDF of your application to share with your team for review. This PDF is for reference only and cannot be submitted as a grant application. Click the 'Create PDF' button to create a copy.

Create PDF

Application (Step by Step)

Common Errors

- General typos, often with dates
- Missing answers
- Not completing the form electronically through the online Grant System
- Budget: put zeros if no amount in that category

Best Practice

- Review the App Instruction + [PSC Grants System User's Guide](#) before applying
- Start filling out your application early! Deadline June 19, 1:30PM CDT
- Review your application before submitting

Where to find information and resources related to CPF Digital Connectivity and Navigators Grants

Visit PSC's [CPF webpage](#) for a variety of up-to-date resources:

- PSC's CPF-DCN Webpage: <https://psc.wi.gov/Pages/ServiceType/Broadband/CPFInfrastructure.aspx>
- Application Instructions: <https://apps.psc.wi.gov/ERF/ERFview/viewdoc.aspx?docid=495808>
- PSC Grants System User Guide: <https://psc.wi.gov/Pages/GrantsSystem.aspx>
- FAQ: [to be published in May/June] – **Reminder: last day for submitting questions and requests for clarification on application instructions is MAY 8, 2024!**

CPF Docket on the Electronic Records Filing System (ERF)

- 5-CPF-2024:
<https://apps.psc.wi.gov/ERF/ERFsearch/content/searchResult.aspx?UTIL=5&CASE=CPF&SEQ=2024&STARRT=none&END=none&TYPE=none&SERVICE=none&KEY=none&NON=N>
- ERF Home page: <https://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx>

Contact: PSCCapitalProjectsFund@wisconsin.gov



Questions

PSCCapitalProjectsFund@wisconsin.gov

**Capital Projects Fund
Digital Connectivity and Navigators Grant Program**