FY22 Broadband Expansion Grant Reimbursement Process

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PUBLIC SERVICE COMMISSION OF WISCONSIN

Wisconsin
Broadband Office

Goals & Topics for Today

- Requirements & Overview
- Project Status Reports
- Reimbursement Request Form
- Support Documentation & Expense Eligibility

- Submitting Your Request
- Amendments
- Payment
- Connecting With Us, Including GIS Spatial Data Team

GOAL: Provide basis for grant management.

Definitions

- **BBEG:** Wisconsin's State-funded Broadband Expansion Grant Program
- **GA:** Grant Agreement, a tool for grant management
  - **Exclusive Funding:** refer to section 3.2 of GA
  - **Eligible Costs:** sections 1.7 and 3 of GA
  - **Performance Period:** section 1.12 of the GA
  - **Project Status Reports:** Use current interim or final form, always on webpage
  - **Scope and Budget:** The budget and scope proposed in the application and as specified in the Commission's Order, and memorialized in Attachments B and C of the GA
- **Amendment:** A proactive action taken by recipients, pertaining to changes in budget, scope and performance period as defined in GA section 24
- **RR:** Reimbursement Request
- **ERF:** The Commission's portal providing open access to records

Wisconsin Broadband Office Webpage

- Find us on the PSC's website at psc.wi.gov, select a title, then a link:
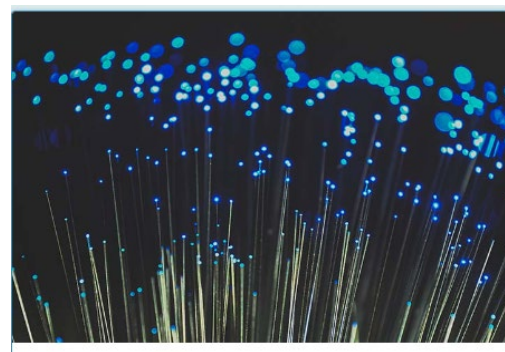
Tile 1   **Title 2**   **Link 1**   **Scroll To**
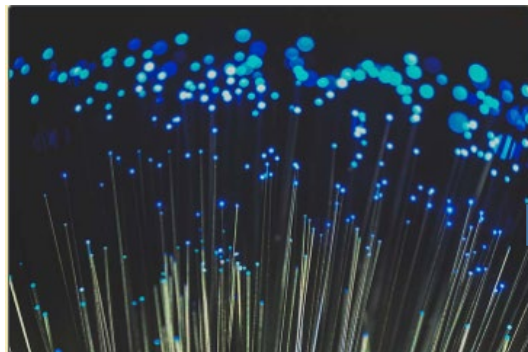
Broadband Expansion

Learn more about broadband grants, planning, and additional broadband resources.

Broadband Grants

Learn about grant opportunities to expand and improve broadband access.

Broadband Expansion

Broadband Grant Programs

State Broadband Expansion

ARPA Broadband Access

Return to Broadband Homepage

Resources for Current State Broadband Grant Recipients Section

Process Requirements & Overview

- Submit FY22 Reimbursement Request Form
  - With support documentation
  - Limited to two requests per year

- Grant Agreement provides details

- Progress Status Report filing must be up-to-date & filed on ERF

- Did you build what you promised? GIS (spatial data) requirements on final RRs

PSC's Obligation is to Maintain Program Integrity

Project Status Reports

- Section 11 of GA

- Due yearly on April 30 and October 31

- No reimbursement if not up-to-date on requirements

- Always file on ERF for public viewing
  - In correct docket, 5-BF-2022

- Current forms always on State Broadband Expansion webpage

Resources for Current State Broadband Grant Recipients

Reimbursement

- Grant Reimbursement Webinar Slides
- View Grant Reimbursement Webinar

Reporting

- Interim Status Report
- Final Project Status Report

Reimbursement Request Form

- Sent via email and includes:

  - Customized reimbursement form

    - Prior RR contains adjustments by PSC? Use the starter form sent with our payment email

  - Instructions that include Budget Line Categories reference and with links to report forms

  - Grant Agreement copy

Reimbursement Request Form

Wisconsin Broadband Office

Complete this form using Microsoft Excel. Email to PSCBroadbandGrantReimbursement@wisconsin.gov with your supporting documentation. The maximum file size for an email is 30MB; send in multiple emails as necessary.

CERTIFICATION: By submitting this Request, you certify that the expenses included are consistent with the grant award approved by the Commission, relate to the approved project, are properly supported, and are in compliance with all terms included in the Grant Agreement between PSC and Recipient.

Section 1: Project Identifiers

Recipient		Grant Code	
Best ISP Ever		BBEG.2022	
Project		ERF Ref#	Award UID
Imalone, soon to be Notalone		# 932784	1205

Email the PSC   Order Link   ERF App Link

Section 2: Summary

#	Final (Y/N)	Request	Adjustment *	Payment	Balance
1		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$

* Adjustments

#	Deduction	Match Hold	Final Hold	Hold Total	Adjustment
1	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -

Section 3: Line Detail

Fund Type	Budget	New Expense	To-Date	Balance
Line Total				
Grant	$ 7,955,000.00	$ -	$ -	$ 7,955,000.00
Match	$ 7,955,000.00	$ -	$ -	$ 7,955,000.00
Total	$ 15,910,000.00	$ -	$ -	$ 15,910,000.00

Line 1: Contractual, Consultant Fees   Support: Invoice

Fund Type	Budget	New Expense	To-Date	Balance
Grant	$ 1,010,500.00	$ -	$ -	$ 1,010,500.00
	Budget	New Expense	To-Date	Balance

Supporting Documentation:

RR #	Invoice #:	Invoice Date:	Description:	Expense:

Insert new rows above this row as needed and do not use this row

| Match | $ 1,010,500.00 | $ - | $ - | $ 1,010,500.00 |
| | Budget | New Expense | To-Date | Balance |

Supporting Documentation:

RR #	Invoice #:	Invoice Date:	Description:	Expense

Insert new rows above this row as needed and do not use this row

| Total | $ 2,021,000.00 | $ - | $ - | $ 2,021,000.00 |

Line 2: Equipment   Support: Invoice

Section 1: Project Identifiers

Section 1: Project Identifiers			
Recipient		**Grant Code**	
Best ISP Ever		BBEG.2022	
Project		**ERF Ref#**	**Award UID**
Imalone, soon to be Notalone		# 932784	1205
Email the PSC	Order Link	ERF App Link	

- Customized and protected from changes

- Use keywords from recipient and project name fields when:
  - Emailing PSCBroadbandGrantReimbursement@wisconsin.gov
  - Uploading project status reports to ERF, and/or
  - Emailing PSCBroadbandData@wisconsin.gov email box
  - Include the Award UID number too

- Do not email the federal mailbox about state-funded grants

Section 2: Summary

#	Final (Y/N)	Request	Adjustment *	Payment	Balance
1	No	$ 5,213.00	$ -	$ 5,213.00	$ 7,949,787.00
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ 5,213.00	$ -	$ 5,213.00	$ -

* Adjustments

#	Deduction	Match Hold	Final Hold	Hold Total	Adjustment
1	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -

- Request amount
- Adjustments
- Payment for this request
- Balance after the request
- Complete only the *Final (Y/N)* field.
- Refer to Section 3 of the GA for maximum payout before project is complete.

Section 3: Line Detail

- Split into seven different budget categories with all contained on RR form

- Need to use a new category? Enter expenses under the correct category,
  - Match to grant ratio never changes
    - Example: If project is 60% match, 40% grant funds, the match percentage will always be 60%
  - PSC will sync the Form's budget while processing your RR

$ -	$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -	$ -

Section 3: Line Detail				
Fund Type	**Budget**	**New Expense**	**To-Date**	**Balance**
Line Total				
Line 1: Contractual, Consultant Fees				*Support: Invoice*
Line 2: Equipment				*Support: Invoice*
Line 3: Supplies				*Support: Invoice*
Line 4: Labor (Salary, Fringe)				*Support: Labor*
Line 5: Permitting, Licensing Fees				*Support: Permits*
Line 6: Travel				*Support: Invoice*
Line 7: Other				*Support: Invoice*

Section 3: Line Detail

Process Change

- Form mirrors your proposed budget <u>unless</u>
  - Modified by Commission Order or
  - Your Application cover page reflected different numbers than your budget page
  - Commission Order always prevails and is reflected on your customized RR form
- Match is no longer reimbursed on a ratio basis
- INSTEAD: Grant Recipient assigns expenses to grant funding or match
  - Match to Award ratio will not exceed that reflected by the GA
  - Only expenses accounted toward grant funds are reimbursed

Section 3: Line Detail

Fund Type	Budget	New Expense	To-Date	Balance
Line Total				
Grant	$ 7,955,000.00	$ 5,213.00	$ 5,213.00	$ 7,949,787.00
Match	$ 7,955,000.00	$ 3,866.00	$ 3,866.00	$ 7,951,134.00
Total	$ 15,910,000.00	$ 9,079.00	$ 9,079.00	$ 15,900,921.00
Line 1: Contractual, Consultant Fees				Support: Invoice
Grant	$ 1,010,500.00	$ 5,213.00	$ 5,213.00	$ 1,005,287.00
	Budget	New Expense	To-Date	Balance

Supporting Documentation:

RR #	Invoice #:	Invoice Date:	Description:	Expense:
1	BD25	8/1/2022	all items used	$ 5,213.00

Insert new rows above this row as needed and do not use this row

Match	$ 1,010,500.00	$ 3,866.00	$ 3,866.00	$ 1,006,634.00
	Budget	New Expense	To-Date	Balance

Supporting Documentation:

RR #	Invoice #:	Invoice Date:	Description:	Expense
1	45789	12/21/2022	3 handholes, 1 pedestal	$ 25.00
1	BD25	8/1/2022	all items used	$ 3,841.00

Insert new rows above this row as needed and do not use this row

Total	$ 2,021,000.00	$ 9,079.00	$ 9,079.00	$ 2,011,921.00

Line 2: Equipment — Support: Invoice

- Required information varies by category and is aligned with GA
  - Invoice and receipt-based transactions depicted
- NOT required to split every invoice between grant and matching funds
- Cannot exceed invoiced amount
- Exclusive funding—cannot expense on a different Commission grant

Section 3: Line Detail

- Enter RR no. on every expense line
- Entries vary by category
  - Line 1: Contractual, Consultant Fees
    - invoice-based entry
  - Line 4: Labor (Salary, Fringe)
    - Support docs need to reflect dates worked
    - Hours, class-based reporting
    - NO Personally Identifiable Info. (PII)
  - Line 5: Permitting, Licensing Fees
    - Requires permit #, granting entity, etc.

Line Total

		Budget	New Expense	To-Date	Balance
Grant		$ 7,955,000.00	$ 30,863.00	$ 30,863.00	$ 7,924,137.00
Match		$ 7,955,000.00	$ 29,516.00	$ 29,516.00	$ 7,925,484.00
Total		$ 15,910,000.00	$ 60,379.00	$ 60,379.00	$ 15,849,621.00

Line 1: Contractual, Consultant Fees — Support: Invoice

	Budget	New Expense	To-Date	Balance
Grant	$ 1,010,500.00	$ 5,213.00	$ 5,213.00	$ 1,005,287.00

Supporting Documentation:

RR #	Invoice #:	Invoice Date:	Description:	Expense:
1	BD25	8/1/2022	all items used	$ 5,213.00

Insert new rows above this row as needed and do not use this row

	Budget	New Expense	To-Date	Balance
Match	$ 1,010,500.00	$ 3,866.00	$ 3,866.00	$ 1,006,634.00

Supporting Documentation:

RR #	Invoice #:	Invoice Date:	Description:	Expense
1	45789	12/21/2022	3 handholes, 1 pedestal	$ 25.00
1	BD25	8/1/2022	all items used	$ 3,841.00

Insert new rows above this row as needed and do not use this row

Total	$ 2,021,000.00	$ 9,079.00	$ 9,079.00	$ 2,011,921.00

Line 2: Equipment — Support: Invoice

	Budget	New Expense	To-Date	Balance
Grant	$ 724,500.00	$ -	$ -	$ 724,500.00
Match	$ 724,500.00	$ -	$ -	$ 724,500.00
Total	$ 1,449,000.00	$ -	$ -	$ 1,449,000.00

Line 3: Supplies — Support: Invoice

Line 4: Labor (Salary, Fringe) — Support: Labor

	Budget	New Expense	To-Date	Balance
Grant	$ 6,220,000.00	$ 25,650.00	$ 25,650.00	$ 6,194,350.00

Supporting Documentation:

RR #	Hours:	Rate:	Class:	Expense
1	570	$45	Engineer	$ 25,650.00

Insert new rows above this row as needed and do not use this row

	Budget	New Expense	To-Date	Balance
Match	$ 6,220,000.00	$ 25,650.00	$ 25,650.00	$ 6,194,350.00

Supporting Documentation:

RR #	Hours:	Rate:	Class:	Expense
1	570	$45	25650	$ 25,650.00

Insert new rows above this row as needed and do not use this row

Total	$ 12,440,000.00	$ 51,300.00	$ 51,300.00	$ 12,388,700.00

Line 5: Permitting, Licensing Fees — Support: Permits

	Budget	New Expense	To-Date	Balance
Grant	$ -	$ -	$ -	$ -

Supporting Documentation:

RR #	Permit #	Permit Date	Granting Entity	Expense

Warnings

- Fields may highlight yellow, triggering a visual warning:
  - Might only need investigation, could need resolution
  - Possible warnings:
    - **Invoice #**: The invoice may have been entered more than once.
    - **Invoice Date**: The invoice may be out of date of the payable range. For example, an expense was incurred before your project was awarded.
    - **Balance**: Your budget has been greatly exceeded and a grant amendment may be needed before payment can be made. Refer to Section 24 of GA.
- Attempt to resolve warnings before submitting to avoid delays to your reimbursement
- Be proactive on amendment needs

An Example

Fund Type	Budget	New Expense	To-Date	Balance
Section 3: Line Detail				
Line Total				
Grant	$ 500.00	$ 10,000.00	$ 10,000.00	$ (9,500.00)
Match	$ -	$ -	$ -	$ -
Total	$ 500.00	$ 10,000.00	$ 10,000.00	$ (9,500.00)
Line 1: Contractual, Consultant Fees				*Support: Invoice*
Grant	$ 500.00	$ 10,000.00	$ 10,000.00	$ (9,500.00)
	Budget	*New Expense*	*To-Date*	*Balance*

Supporting Documentation:

RR #	Invoice #:	Invoice Date:	Description:	Expense:
1	123	2/14/2021	Stuff	$ 10,000.00

Insert new rows above this row as needed and do not use this row

FY22 Budget Categories

Contractual, Consultant Fees: All project expenses for work performed by a third-party contractor. A third-party contractor is any entity that is not a signatory to the grant agreement or is not an ISP/Telco. Examples: legal services, cement contractors, tree trimmers, electrician, and engineering services.
Any materials supplied by a third-party contractor should be included here.

Equipment: Equipment is defined as an item with an acquisition cost greater than $5,000. This includes the cost of the asset as well as costs to ready the asset for its intended use. The equipment must have a useful life of more than one year. Expenses furnished by a third-party contractor, including materials furnished by the contractor, should never be included in this category.

Labor (Salary, Fringe): Labor expenses, including fringe benefits, of the grant manager and any ISP/Telco, even if the ISP/Telco is not the owner of the infrastructure. Fringe factors and other direct labor costs that are attributable to the project are allowable.

Other: Expenses associated with integrating affordability options into program design. Expenses associated with increasing internet access or digital literacy to households that experienced a negative economic impact from the pandemic, regardless of whether the above categories might also describe such expenses.

Permitting, Licensing Fees: All permitting & licensing expenses.

Supplies: Supplies are items with an acquisition cost of $5,000 or less or a useful life expectancy of less than one year. Supplies are generally consumed during the project performance period.

Travel: Grantee's travel expenses related to the project, including travel expenses of an ISP/Telco regardless of whether the ISP/Telco is or isn't the owner of the infrastructure.

Support Documentation

- Grant Agreement support documentation requirements
  - <u>Match requires support</u>, must reflect expenses incurred
  - Legible
  - Send all as PDF attachments with one exception
- Have a spreadsheet? Send the Excel file, not solely as a PDF
- Be proactive and provide or else be prepared to explain:
  - components used in labor rates
  - how inventory is valued & rotated
- PSC reserves the right to ask for additional info. beyond the minimum

What Really IS Acceptable?

- Grant Agreement – Section 3 usually, but also other parts are applicable

- Invoices:
    - Contain traditional items: invoice #, vendor/seller, purchasing entity, description of services or items purchased, date of purchase
    - Cannot solely be a quote or purchase order

- Performance Period:
    - defined in GA and expenses must be within, as may be extended
    - Initially two years. Work toward project completion within the performance period
        - Complete your projects by Nov. 30, 2024, & request final draw down within 30 days
    - Extensions not guaranteed

What Really IS Acceptable? (cont'd)

- Sales and Use Tax
  - Paid by recipient, whether or not invoiced
  - Sales tax rates in accord with state and local law, i.e., county/city taxes ok too when applicable
- Expensed in correct budget category
  - Reference aid in RR form Instructions
- Labor
  - FY22 grants allows loaded labor rates in accord with GA
  - Directly attributable to the project scope and budget in the pertinent GA
  - Meets minimum requirements per GA

Submitting Your Payment Requests

- Email to PSCBroadbandGrantReimbursement@wisconsin.gov
- Email "Subject" line, identify:
    - FY22 BBEG RR
    - Keywords from your business and project names
    - Award UID
    - Example: FY22 BBEG UID 145, Agency Name, Project Name
    - ERF in same manner, and when contacting GIS team
- Maximum <u>email</u> size is 30 MB, incl. your email
- New Reimbursement Requests are acknowledged

Two Requests Per Year

Amendments

- Scope & significant budget changes require an amendment to the grant Agreement (GA section 24)
  - Any transfer of funds among cost categories, direct or indirect, that exceed or are expected to exceed **20 percent of the award**
  - Scope change – i.e., deviation from the GA's scope
- Amendment suspected? Just wondering if?
  - email PSCBroadbandGrantReimbursement@Wisconsin.gov ASAP!

> Amendments MUST be in place before payments will be authorized; amendments are NOT guaranteed!

Payment

- Upon authorization by Broadband staff
  - Fiscal staff processes and authorizes funds to be released
  - Department of Administration (DOA) releases funds
    - But only after 30 days has passed measured from PSC log date
    - Logging occurs on business days between statutory business hours

- Contact PSCFiscalMail@wisconsin.gov for the State's currently approved ACH form

Entity Information: Sea of Change

- Inform us of your changes
  - Update us now in one email and thereafter when changes occur
  - Changes have occurred since Applications were sent and we're hearing about more
- Information needed:
  - Current Entity Name
  - Corporate Name
  - Tradenames and affiliates also
  - Signatory for documents such as grant agreements, annual forms, etc.
  - Financial Manager
    - Our day-to-day contact, submits RRs, typically requests amendments too
  - Others, GIS contact, grants manager if different than above, etc.
  - Separate Teams like us? Be grant specific with that data

Connect With Us

- Contact us any time about reimbursements or with questions via email at:
  - PSCBroadbandGrantReimbursement@Wisconsin.gov

- Find GIS mapping resources
  - https://psc.wi.gov/Pages/Programs/BroadbandMaps.aspx
  - Contact GIS staff at PSCBroadbandData@wisconsin.gov
    - with questions about spatial data requirements for your final project reporting
    - Submit file directly to GIS mapping team at this mailbox

- Other broadband grant resources and contacts
  - https://lp.constantcontactpages.com/su/Uz6GZis

Sign Up for Our Newsletter here!

FY22 Broadband Grant Reimbursement Process

Thank you for participating in Wisconsin's Broadband Expansion Grant Program

Contact us at:

PSCBroadbandGrantReimbursement@wisconsin.gov

We look forward to working with you!