



Grants System User’s Guide: Grant Applicants and Recipients

v.06/12/2023

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Introduction

This guide is intended for applicants who wish to apply for any grant program offered by the Public Service Commission (PSC) of Wisconsin. This guide will walk you through all steps in the grant application and management process in the PSC's online grants system. Consider keeping this guide in a handy place to reference as you work with the system through different aspects of the grant process.

Create an Account

PSC Grants System users must also have an account on the PSC's Electronic Records Filing system (ERF) to access the PSC Grants System. That means that prior to registering in the Grants System, you must create and validate an ERF account if you do not already have one. The PSC Grants System login page has links so you can complete both tasks.

Step 1 – Login Page

To create an account in the PSC Grants System, enter the following URL in your browser:

URL: <https://apps.psc.wi.gov/apps/grants>

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?

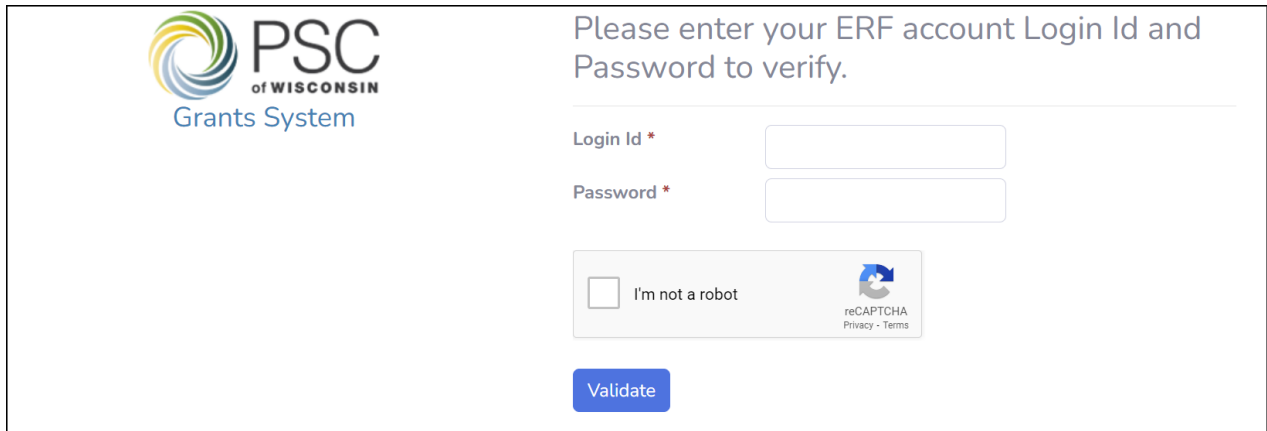
I'm not a robot 
reCAPTCHA
Privacy - Terms

[Forgot Password](#)

- If you already have an ERF account, follow the link to validate your ERF Account.
- If you need to create an ERF account, follow the link to create an ERF Account, then return to the login page and follow the link to validate your ERF Account.

Step 2 – Validate your ERF account

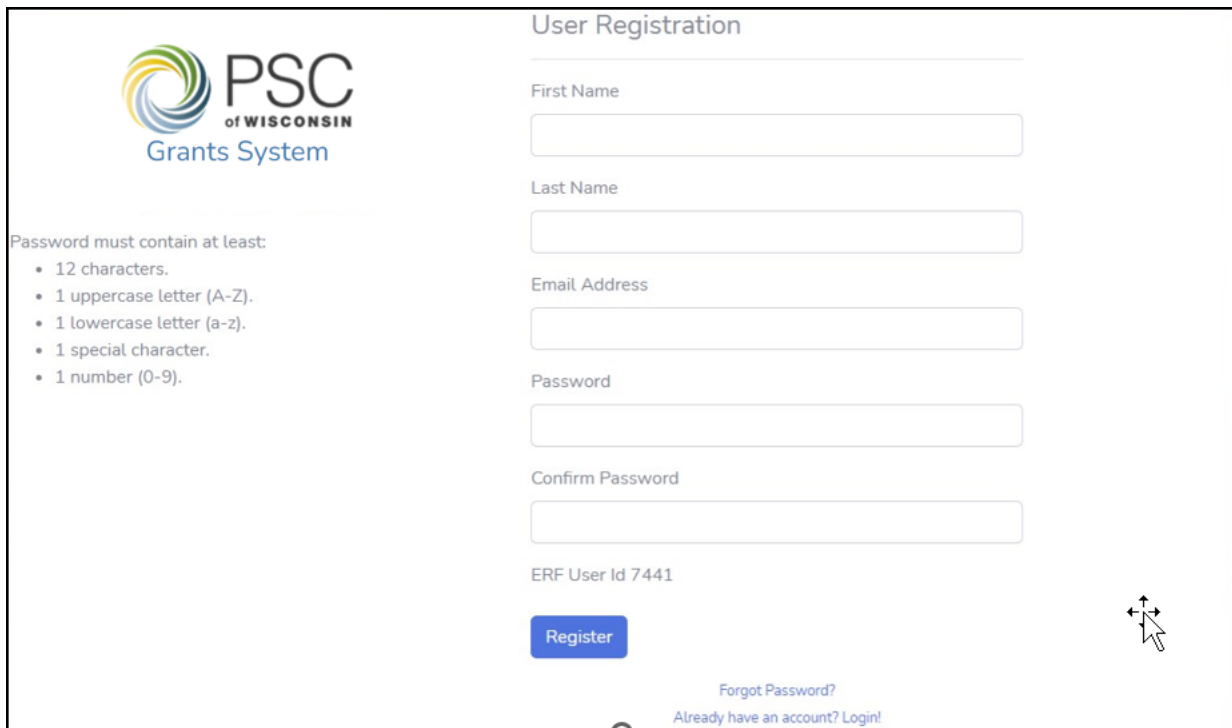
- Enter your ERF Login ID and ERF Password and click 'Validate'.



The screenshot shows the PSC Grants System validation page. On the left is the PSC of Wisconsin Grants System logo. The main heading reads "Please enter your ERF account Login Id and Password to verify." Below this are two input fields: "Login Id *" and "Password *". A reCAPTCHA widget is present with the text "I'm not a robot" and a checkbox. At the bottom is a blue "Validate" button.

Step 3 – Create PSC Grants System User and Login to the system

Once you've validated your ERF account, you can register as a new user in the PSC Grants System.

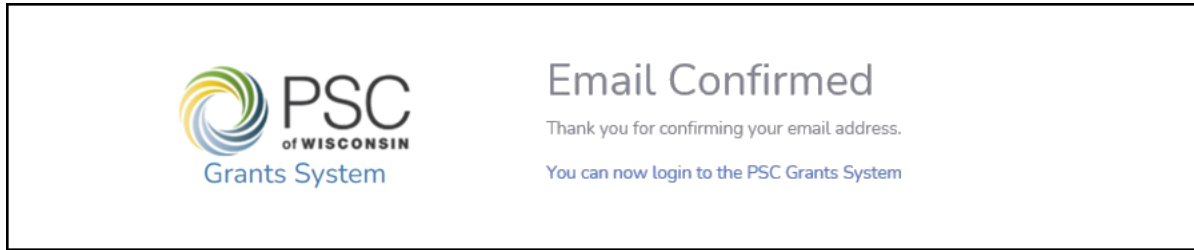


The screenshot shows the "User Registration" page. On the left is the PSC of Wisconsin Grants System logo. The heading is "User Registration". Below the logo, a password requirement section states: "Password must contain at least:" followed by a bulleted list: "12 characters.", "1 uppercase letter (A-Z).", "1 lowercase letter (a-z).", "1 special character.", and "1 number (0-9).". The registration form includes input fields for "First Name", "Last Name", "Email Address", "Password", and "Confirm Password". Below these fields, it displays "ERF User Id 7441". A blue "Register" button is at the bottom. At the bottom right, there are links for "Forgot Password?" and "Already have an account? Login!". A mouse cursor is visible over the bottom right corner.

- Click 'Register'. You will be asked to verify your email to complete your registration.
- Check your email to get the confirmation link and click on the link in the email to complete your registration.

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- When you have confirmed your email address, click the 'You can now login to the PSC Grants System' link to begin using the PSC Grants System.



Grant Applicant Home Page

When you have logged into the PSC Grants System, you will see grant programs currently accepting applications. Choose the grant you wish to apply for and click 'Apply' to begin a grant application.

Grant Type	Grant Name	Year	Funds Available	Docket	Application Start ...	Application Due ...	Status
Broadband	UAT Test Grant for Reimbursements Alex 6/5	2023	\$1,000,000.00	5-BP-2023	06/05/2023	06/26/2023 01:00-PM	APPLY
Energy Innovation Grant Program (EIGP)	UAT Test Grant for Reimbursements Alex 6/6	2023	\$1,000,000.00	9713-FG-2022	06/06/2023	06/27/2023 02:00-PM	APPLY
Broadband	SCB Test Grant	2023	\$1,000,000.00	5-BF-2022	06/09/2023	06/12/2023	APPLY

Grant Application Details page

The first page you will fill out is the 'Applicant Details' page. Enter the information requested and click 'Save' to continue your Grant application.

NOTE: The Applicant Entity Legal Name **must** be the entity that will sign the grant agreement, submit reimbursement requests, and receive grant disbursements.

Grant Application

Grant Application Details

Grant Id * 27

Grant Name UAT Test Grant for Reimbursements Alex 6/6

Docket Id 9713-FG-2022

Project Name *

Remaining Characters: 100

Project Description *

Remaining Characters: 500

Grant Amount Requested

Recipient & Partner Contributions

Total Project Cost

Grant Applicant Details

The grant applicant is the party who will receive the actual money

Applicant Type * --Select--

Applicant Entity Legal Name *

Applicant DBA Name

Applicant Address *

Applicant City *

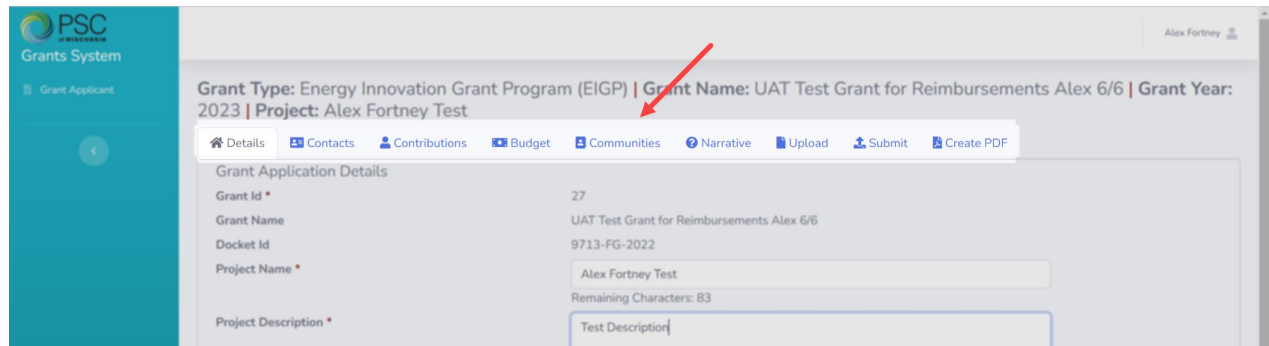
Applicant State * --Select--

Note: Fields with a red asterisk are required fields. Grant Amount Requested, Recipient & Partner Contributions, and Total Project Cost are not required until you submit the application, however; the values in these fields must match the calculated subtotals on the Contributions Page and Budget Page.

Additional Grant Application pages

Once you've saved the information on the Details page, you will see additional pages appear on your screen. Click on each page to enter the information requested to complete your grant application.

NOTE: Not every grant program will include all tabs below, if you have questions about the pages on your application, please contact your grant manager.



Contacts Page

On the Contacts Page you will enter all contacts related to the application. Click 'Add New Contact' to enter a contact. You must designate at least one Primary contact.



Contact Types:

- **Primary:** The person submitting the application into the System. By default, only this person will have access to the grant application in the system.
- **Secondary:** a backup contact for the Primary.
- **Financial Manager:** the person who will send reimbursement requests and who the PSC should contact about those requests. If none is entered, the Primary contact will be used by PSC staff.
- **Grants Manager:** the person responsible for managing the grant project and submitting progress status reports. If none is entered, the Primary contact will be used by PSC staff.
- **Authorized Representative:**
- **Contractor:** If a contracted consultant prepared your application, enter their contact information.

Contributions Page

Grant Type: Energy Innovation Grant Program (EIGP) | Grant Name: UAT Test Grant for Reimbursements Alex 6/6 | Grant Year: 2023 | Project: Alex Fortney Test

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	\$100,000.00
Recipient & Partner Contributions	\$50,000.00
Total Project Cost	\$150,000.00

+ Add new record

Contributor Name	Cash	Salary	In Kind	Description	
Test Contribution			\$50,000.00	Property Donation	Edit Delete

Contributions of the Applicant and its partners, often referred to as “match,” are important to understanding the project and will be discussed on multiple Tabs:

- Details Tab: Subtotal of Applicant + Contributor portion of overall project budget.
- Contributions Tab: Details on contributions organized by entity, Applicant and Contributors
- Budget Tab: Details on overall budget, including a subtotal of Applicant and Partner contributions, organized by item cost type (“line item” e.g. salary, equipment)

These subtotals must validate across tab. All in-kind contributions require a description.

Validation Step

1. If the subtotal for Recipient & Contributions on the Budget Page does not match the subtotal on the Recipient & Contributions Page, the system will warn you. You cannot submit an application until the values match.
2. If the total value on the Recipient & Contributions Page does not match the Recipient & Contributions amount entered on the Grant Details Page, the system will warn you. You can continue to work on other parts of the application with these numbers not matching; however, the amounts must match to successfully submit your application.

Budget Page

Grant Type: USF - TeleMedicine | Grant Name: 2022 Telemedicine Grant | Grant Year: 2022 | Project:

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

Grant Application Budget

Budget Item	Grant Funded	Contribution Funded	Notes
Equipment			
Equipment - Capital Expenses			
Equipment - Non-Telecommunicatio...			
Equipment - Telecommunications			

For each Budget Item, enter the amount that will be covered by grant funds as well as the amount that will be covered by contributed funds. All fields require an entry. Enter zero if there are no costs for the field.

Note: Be sure to click 'Save Changes' before navigating away from this page or you will need to re-enter!

Validation steps

1. If the subtotals on the Budget Page do not match the Contributions total and Grant Amount you entered on the Grant Details Page, the system will warn you. You cannot submit an application until the values match.
2. If the subtotal for Contributions on the Budget Page does not match the subtotal on the Contributions Page, the system will warn you. You cannot submit an application until the values match.

Communities Page

Grant Type: Energy Innovation Grant Program (EIGP) | Grant Name: Alex June Test | Grant Year: 2021 | Project: Alex test grant

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

Grant Application Communities Served

[+ Add new record](#)

County	Municipality	
Bayfield	Iron River (Town)	Edit Delete

On the Communities Page, enter the county/counties and municipalities to be served by the project. Both fields are required.

Countywide projects: If your project proposes to serve the entire county, select the county in both the 'County' dropdown and the 'Municipality' dropdown menus.

Statewide projects: If your project proposes to serve the entire state, choose 'State Wide' in both the 'County' dropdown and the 'Municipality' dropdown menus.

Select 'Update' to save changes on the Communities Page.

Narrative Page

The Narrative Page includes questions you'll need to answer to complete your application and can consist of multiple pages of questions. Be sure to click 'Save' before navigating to another page in the tab or another tab in the application or you will lose your work in progress.

Validation Step

1. All questions require an answer before an application can be submitted.
2. Enter N/A for questions that do not apply.

Grant Type: Energy Innovation Grant Program (EIGP) | **Grant Name:** UAT Test Grant for Reimbursements Alex 6/6 | **Grant Year:** 2023 | **Project:** Alex Fortney Test

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

Grant Questions

Page 1 of 1

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

1 What's your favorite color? [PSC Site](#)

Remaining Characters: 300

Save

Save any changes before navigating to different page.

Upload Page

Grant Type: Energy Innovation Grant Program (EIGP) | Grant Name: UAT Test Grant for Reimbursements Alex 6/6 | Grant Year: 2023 | Project: Alex Fortney Test

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

Upload Documents

[Upload Public Document](#) [Upload Confidential Document](#)

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 4MB. You can submit up to 10 files at a time.

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
---------------	----------------------	---------------

Upload any additional documents as required by the Application Instructions for the grant program to which you are applying. Once the application is submitted, uploaded documents are stored in the PSC's ERF system.

Upload requirements:

- Only .pdf and .xlsx file extensions are allowed
- Maximum file size for any single file is 4MB
- A maximum of 10 files can be uploaded per grant application

Public Records & Confidentiality

Once an application is submitted, the grant application and all document uploads become searchable public documents on ERF.

To upload a public document, click 'Upload Public Document'. Enter a description, click the 'Select Files' button to select the .pdf or .xlsx file you want to upload, and then click the 'Upload' button.

You can upload confidential attachments, provided that the record satisfies one or more of the criteria provided in Wis. Stat. § 19.36(5) or another provision of the Wisconsin Public Records Law, Wis. Stat. § 19.31 to 19.39 related to confidentiality. You may not file an entire application confidentially. A confidential filing requires you to file both the original document and a redacted version that is made available to the public on ERF. Only PSC staff can view the original document. No one else—not even the applicant—can view the original confidential document once it is submitted to the grant system or ERF. Filing confidential documents requires the presence of a Notary Public with the upload or a notarized attachment.

To upload a confidential document, click 'Upload Confidential Document' and follow the instructions on the screen.

Submit Page

Validate Application

You must click 'Validate Application' before you can submit your application. The system will check that all required fields contain entries and that budget details match in the Grants Detail, Contributions and Budget Pages.

Items needing correction will appear in the 'Validation Errors' grid. You can also use "Export to Excel" to obtain a spreadsheet of the validation errors.

You will need to correct all validation errors before "Submit Application" option will appear.

Grant Type: Broadband | Grant Name: Alex UAT Test 1 | Grant Year: 2021 | Project: Alex test grant

Details Contributions Communities Budget Narrative Upload Submit

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 "Submit Application" button will appear and the application can be submitted.

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.

1 - 1 of 1 items

Submit Application

Once all validation errors have been corrected, a 'Submit Application' button will appear. Click 'Submit Application' to submit your application. You may not make changes to your application once it is submitted.

When you submit your application the individual who created the application will receive an email confirmation that the submission is complete. There may be a slight delay between clicking 'Submit Application' and your application documents appearing on ERF. A document containing your application responses will be auto generated and stored on ERF when you submit.

Manage your Project – Grant Recipients

When a grant application has been awarded funds, PSC staff create a project in the system. You will see your project(s) under 'My Grant Projects' on the homepage. Click the hyperlink for your project in the 'My Grant Projects' grid to open the project.

By default, the same user who created the application will have access to the Grant Project in the PSC Grants System. If you wish to add additional users to your Grant Project, contact PSC staff.

The screenshot displays three sections of the PSC Grants System interface:

- Available Grants:** A table with columns: Grant Type, Grant Name, Year, Funds Available, Docket, Application Start Date, Application Due Date, and Status. One row is visible for a Broadband grant named 'Klaila test 2' with a status of 'APPLY'.
- My Grant Applications:** A table with columns: Grant Type, Grant Name, Project Name, Applicant Name, Status, and Submitted Date. Two rows are visible, both with a status of 'Submitted'. A red arrow points to the 'Project Name' link in the second row.
- My Grant Projects:** A table with columns: Grant Name, Project Name, and Applicant Name. Two rows are visible, both with a status of 'Submitted'. A red arrow points to the 'Project Name' link in the second row.

Once you open your project, you will see multiple pages for managing your grant.

The screenshot shows the 'Grant Project Details' page for a specific grant project. The page header includes the following information: **Grant Type:** USF - Nonprofit | **Grant Name:** 2022 Nonprofit Access Program | **Grant Year:** 2022 | **Project:** Telecommunication Access for Low-Income, Underserved, Justice-Involved Women in Milwaukee County.

Navigation tabs include: Project Details (selected), Contacts, Budget, Reimbursements, Uploads, Related Documents, Project Questions, and Project Communities Served. There are also links for Contribution Details and Notes.

The main content area displays the following details:

- Grant ID ***: I16
- Grant Name**: 2022 Nonprofit Access Program
- Docket ID**: 5-NF-2022
- Application ID ***: 42
- Provider Entity**: [Empty field]
- Contract Number**: [Empty field]
- STAR PO Number**: 874
- Grant Project ID ***: 2
- Project Name ***: Telecommunication Access for Low-Income, Underserved, Justice-Involved \
- Project Description ***: This project will provide 120 low-income, justice-involved women with sma
- Grant Award Amount**: \$47,227.00
- Contribution Amount**: \$15,742.00
- Total Project Cost**: \$62,969.00

Project Detail Page

The Project Detail Page is read-only for Grant Recipients. Only PSC grant managers can make changes to this information. Changes will be reflected on this page as it is updated by PSC staff.

Contacts Page

Grant applicants can add new contacts to their projects and edit the information for existing contacts. This functionality is the same as it is in the application process. See contact definitions on page 6.

Budget Page

The Budget Page is read-only for Grant Recipients. The budget will reflect what was submitted in the Grant Application. Only the Grant Manager can make changes to the project budget, and may do so if the Commission makes a partial award or there is a budget amendment processed. The values in the Pending, Approved and Available column automatically update as reimbursement requests are received and processed. (See “Reimbursements Page” Section on p.15)

Project Budget Detail				
Budget Item	Award Amount	Pending	Approved	Available
CategoryType: Grant Funds Requested				
Contractual, Consultant fees	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Equipment	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Labor (Salary)		\$5,000.00	\$0.00	(\$5,000.00)
Other	\$0.00	\$0.00	\$0.00	\$0.00
Permitting, Licensing fees	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Subtotals:	\$100,000.00	\$5,000.00	\$0.00	\$95,000.00
CategoryType: Match				
Contractual, Consultant fees		\$0.00	\$0.00	\$0.00
Equipment	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Labor (Salary)	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Other		\$0.00	\$0.00	\$0.00
Permitting, Licensing fees		\$0.00	\$0.00	\$0.00
Subtotals:	\$100,000.00	\$0.00	\$0.00	\$100,000.00

Reimbursements Page

The Reimbursements Page is used to request reimbursements and track the status of your reimbursement requests. To submit a reimbursement request, have your Excel workbook completed and all support documents ready for uploading. The system only accepts .pdf and .xlsx documents. Other file types (.jpg, .tif, Word documents, etc.) are not accepted.

Note: If your support document is an Excel spreadsheet, upload it as spreadsheet instead of converting to a PDF.

Once your files are ready, click ‘Create Reimbursement Request’.

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Grant Type: Microgrid and Community Resiliency Grant Program | Grant Name: Alex August - Iron River Microgrid | Grant Year: 2021 | Project: Iron River Microgrid

Project Details | Contacts | Budget | Reimbursements | Uploads | Related Documents

Reimbursement Requests

Request Date	Status	Last Updated By
08/16/2021	Pending	Alex Fortney

1 - 1 of 1 items

Create Reimbursement Request

In your reimbursement request, enter the amounts requested by category type, including both the grant funds requested and the matching contributions applied to each type.

Once a file is uploaded, it will appear in the Related Documents Page. Uploads to the Reimbursement Page do not get stored on ERF. They will only be stored and accessible in the Grants System.

Project Details | Contacts | Budget | Reimbursements | Uploads | Related Documents

Create Reimbursement Request

Reimbursement Item	Amount
CategoryType: Grant Funds Requested	
Contractual, Consultant fees	
Equipment	
Labor (Salary)	
Other	
Permitting, Licensing fees	
CategoryType: Match	
Contractual, Consultant fees	
Equipment	
Labor (Salary)	
Other	
Permitting, Licensing fees	

Select Excel Workbook

Maximum allowed file size is 4MB.
XLSX file extension only allowed.

Select Receipt PDF

Maximum allowed file size is 4MB.
PDF file extension only allowed. Maximum number of allowed file is 10.

Submit Reimbursement Request

PSC staff will review and either accept or reject your reimbursement request. They cannot return a reimbursement request for modification nor make any modifications to your request. If a reimbursement request needs to be updated, PSC staff will reject the entire submission and you will need to create a new reimbursement request and upload all documentation. You will receive an email confirming whether or not your reimbursement request is approved or rejected. If rejected, the email will provide a brief description of the reason for the denial.

Uploads Page

The Uploads Page is used to submit any additional documents related to your project, such as grant amendment requests and Interim and Final Project Status reports.

Once a file is uploaded it will appear in the Related Documents Page. See the table below for which Document Types will be stored in ERF. See Public Records & Confidentiality in the Upload Page section beginning on Page 11 for more information on uploading confidential documents.

Document Type	ERF	Grant System Only
Grant Agreement	x	
Grant Agreement Amendment	x	
Grant Agreement Request		X
Status Report	X	
Status Report Final	X	

Project Questions Page

The Project Questions page is 'Read Only' for applicants. It contains the questions and answers as entered on your application.

Project Communities Served Page

The Project Communities Served page is 'Read Only' for applicants. It contains the Communities Served as entered on your application.

Contribution Details Page

The Contribution Details page is 'Read Only' for applicants. It includes Communities Served as entered on your application.

Notes Page

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