



Public Service Commission Grant System

Project Overview & Submitting Reimbursements

June 2023

Wisconsin Broadband Office



- Overview
- Grants System Home Page
- Project Overview
- Reimbursements
- Resources



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

- The PSC Grants System is an online portal where entities can apply for and manage grants offered by the Public Service Commission of Wisconsin.
- This webinar is intended for entities that have been awarded a PSC grant, and will cover:
 - Managing projects in the grants system
 - Submitting reimbursement requests
- If you're looking for info on creating an account to apply for PSC grants, please view the resources available [here](#).



Grant System Home Page



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



Grant Applicant

User Acceptance Testing

Alex Fortney

Available Grants

Drag a column header and drop it here to group by that column

Grant Type	Grant Name	Year	Funds Available	Docket	Application Start ...	Application Due D...	Status
No items to display							

My Grant Applications

Drag a column header and drop it here to group by that column

Grant Type	Grant Name	Project Name	Applicant Name	Status	Submitted Date
USF - Nonprofit	CLONE OF 2022 Nonprofit Access Program TEST	Alex Fortney Test	Alex Fortney LLC	Submitted	07/21/2022 10:10:AM

My Grant Projects

Drag a column header and drop it here to group by that column

Grant Name	Project Name	Applicant Name
CLONE OF 2022 Nonprofit Access Program TEST	Alex Fortney Test	Alex Fortney LLC

View & Apply for Available PSC Grants

Manage Current Grant Applications

Manage Awarded Grants



Header

Grant Type: USF - Nonprofit | Grant Name: CLONE OF CLONE OF CLONE OF 2023 Nonprofit Access Grant Program | Grant Year: 2023 | Project: Test

Project Details

Contacts

Budget

Reimbursements

Uploads

Related Documents

Project Questions

Project header is visible on all pages

- Primarily for PSC tracking
- Provides identifying info

Navigation Tabs

Pages organized as tabs

1. Project Details
2. Contacts
3. Budget
4. Reimbursements
5. Uploads
6. Related Documents
7. Project Questions



Project Overview - Grant Project Details



Grant Project Details

Grant ID *	43
Grant Name	CLONE OF CLONE OF CLONE OF 2023 Nonprofit Access Grant Program
Docket ID	5-NF-2022
Application ID *	435
Contract Number	
STAR PO Number	
Grant Project ID *	113
Project Name *	Test
Project Description *	Test
Grant Award Amount	\$500,000.00
Contribution Amount	\$500,000.00
Total Project Cost	\$1,000,000.00
Project Start Date *	06/01/2023
Project End Date *	07/31/2023
Reporting Frequency	Quarterly
Final Report Required	Yes
Override Payment Cap Rule	No
Withdrawn	No
Closeout Date	

Applicant Detail

Applicant Legal Name *	Test
Applicant DBA Name	Test
Applicant Address *	Test
Applicant City *	Madison
Applicant State *	WI
Applicant Zip *	53073
Applicant Phone *	1234567890
Applicant Phone Ext.	
Applicant Email *	test@test.com
Applicant FEIN	123456789



Project Overview - Contacts Page

Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program TEST | Grant Year: 2022 | Project: Alex Fortney Test

[Project Details](#) [Contacts](#) [Budget](#) [Reimbursements](#) [Uploads](#) [Related Documents](#)

Grant Project Contacts

Note: At least one primary contact is required.

+ Add New Contact						
Contact Type	First Name	Last Name	Email	Phone		
Primary	Alex	Fortney	alex.fortney@gmail.com	(608) 628-6295	Edit	Delete

Contacts

- Existing contacts are pulled from the application
- Grantee should add/remove contacts as needed
- Being listed in the contacts does not provide access to the system

VS

Authorized Users

- These are the individuals with access to the project in the system.
- Are not listed in the contacts.
- Each authorized user must create their own login for the grants system.
- Users can be added to a project by your Grant Specialist



Project Overview – Budget Page



Budget Item	Award Amount	Pending	Approved	Available
Grant Funds Requested				
Contractual, Consultant fees	\$50,000.00	\$10,000.00	\$0.00	\$40,000.00
Equipment - Non-Telecommunications	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Equipment - Telecommunications	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Labor (Salary, Fringe)	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Other	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Rent / Occupancy	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Supplies	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Telecommunications Service	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Training	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Subtotals:	\$500,000.00	\$10,000.00	\$0.00	\$490,000.00
Match				
Contractual, Consultant fees	\$0.00	\$0.00	\$0.00	\$0.00
Equipment - Non-Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00
Equipment - Telecommunications	\$400,000.00	\$0.00	\$0.00	\$400,000.00
Labor (Salary, Fringe)	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Rent / Occupancy	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Telecommunications Service	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00	\$0.00
Subtotals:	\$500,000.00	\$0.00	\$0.00	\$500,000.00

Columns

Award Amount:

- Always shows the original total.

Pending:

- amounts that you've submitted for reimbursement that have yet to be approved.

Approved:

- running total of all the expenses that have been approved.

Available:

- shows available balances for each category (award amount minus approved & pending amounts).



Options for Making Changes to your Budget

Budget Adjustment

- No formal paperwork required
- Allows costs to be moved between categories up to the allowed variance
- Variance is a percentage identified in your grant agreement (typically 10%).
- Must start by contacting your grant specialist

VS

Budget Amendment

- Formal process requiring a document be signed by both parties
- Allows costs to be moved between categories beyond the allowed variance
- Must start by contacting your grant specialist

NOTE: You cannot increase your budget with either process. You can move funds between categories.



Upload Documents

[Upload Public Document](#)

[Upload Confidential Document](#)

Use this page to upload grant amendment requests, status reports and other documents here. Grant Reimbursement requests, including receipts and your grant workbook should be [uploaded on the Reimbursement page](#).

Upload Public Document

- Standard upload option if you want to add a document to your project
- Currently, documents in the grants system are not subject to ERF filing by default, and so are not viewable by the general public

Upload Confidential Document

- Requires additional forms and multiple additional steps; contact your grant specialist if you feel you need to upload something to your project confidentially

- Individual file sizes are limited to 4MB
- You can include up to 10 files in a single upload
- Currently, only a pdf of your original application is filed from the Grants system to ERF
- Status reports for current grants must be filed through ERF. Your grant specialist will add status reports to your project in the grants system.
- Future grants may use the grants system for status reports & other documents. We will update you as changes are implemented.



Project Overview - Related Documents

Document Name will show a URL to the document as long as the document was NOT filed confidentially and as long as the document status is not in 'rejected' or 'pending' status.

Project Related Documents

Document URL	ERF Ref ID	Document Description	Received Date ↓	Uploaded By
Test.pdf (6KB)		Test Upload	06/29/2023 03:11:PM	Damarr Purifoy
Application_Details_435.pdf (9KB)		Application Details	06/29/2023 03:11:PM	Damarr Purifoy

1 - 2 of 2 items

All documents associated with your project will be displayed here

- Original application
- Grant Agreement
- Amendments
- Status Reports
- Any supporting documents you upload with your reimbursement request

Sort by column headers to locate a document



Project Overview - Project Questions

Project Details Contacts Budget Reimbursements Uploads Related Documents Project Questions

Grant Project Questions

Grant Question ↓	Metric Tag	Metric Tag Detail	Answer	Change Reason
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Currently in development

- Please reach out to your grant specialist directly with any questions.
- Will be used in the future as another channel of communication.



Grant Type: USF - Nonprofit | Grant Name: CLONE OF CLONE OF CLONE OF 2023 Nonprofit Access Grant Program | Grant Year: 2023 | Project: Test

[Project Details](#) [Contacts](#) [Budget](#) [Reimbursements](#) [Uploads](#) [Related Documents](#) [Project Questions](#)

Add Expenses

Add Expense for Single Budget Category

Add Expense for Multiple Budget Category

Reimbursement Status

Expense Status

Not Submitted Submitted Denied Approved

Invoice Date	Vendor name	Invoice #	Grant Funds Request...	Match	Budget Category	Status	
06/30/2023	Company A	1	\$10,000.00	\$0.00	Contractual, Consultant fees	Not Submitted	<input type="button" value="Submit"/> <input type="button" value="X Delete"/>

1 - 1 of 1 items

Reimbursements are submitted in a two-step process

1. They must first be entered & saved in the system
2. After saving, the reimbursement can be submitted
 - Before submitting, you can go back and edit a reimbursement request
 - Don't forget to submit when ready



Single expense category

- All fields required, '0' is a valid input
- Budget categories – dropdown list
- Supporting document required
- Only 1 invoice per submission
- Only 1 document can be uploaded
- Invoice # should match the number on the uploaded document.
 - If there is no associated invoice number, enter numbers sequentially, with your first reimbursement request being Invoice # 1.

Add Expense

Vendor Name *

Invoice Date *

Invoice # *

Budget Category *

-- Choose Budget Type --

Grant Funds Requested *

Match *

Description *

Attach Supporting Document

Maximum allowed file size is 4MB.

Save



Multiple Expense Category

- Can group multiple expenses
- All fields required, '0' is a valid input
- Budget categories listed
- Supporting documents required
- Only 1 invoice per submission
- Only 1 document can be uploaded
- Invoice # should match the number on the uploaded document.
 - If there is no associated invoice number, enter numbers sequentially, with your first reimbursement request being Invoice # 1.

Grant Type: USF - Nonprofit | Grant Name: CLONE OF 2022 Nonprofit Access Program Fortney Test


[Project Details](#) [Contacts](#) [Budget](#) [Reimbursements](#) [Uploads](#) [Related Documents](#)

Add Expense

Budget Category	Grant Funded	Match	Description
Contractual, Consultant fees			
Equipment - Non-Telecommunications			
Equipment - Telecommunications			
Labor (Salary, Fringe)			
Other			
Rent / Occupancy			
Supplies			
Telecommunications Service			
Training			


Vendor Name *

Invoice Date *

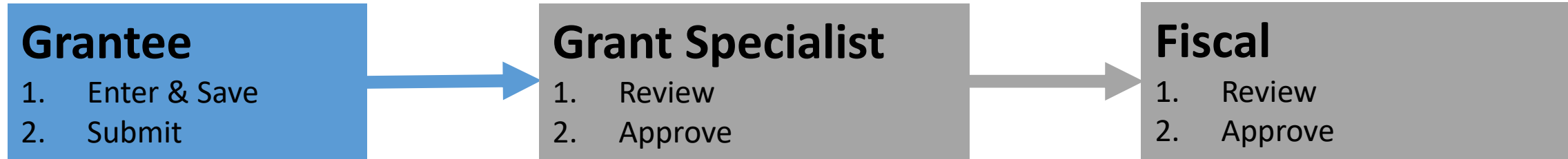
 

Invoice # *

Maximum allowed file size is 4MB.



Reimbursement Approval Process



- You won't see a reimbursement in Approved status until it's been approved by Fiscal
 - This process may take several weeks
- After approval from Fiscal, payment will typically be issued 30 days from the date the reimbursement request was submitted.
 - The WI Department of Administration (DOA) does not issue payments sooner than 30 days from the date a reimbursement request is submitted. If approved more than 30 days after submission, DOA will issue payment immediately.



Electronic Filing Records (ERF)

[ERF Home](#)
[ERF User Manual](#)
[ERF Quick Reference Guide](#)
[Corporate Account Maintenance](#)
[ERF Frequently Asked Questions \(FAQs\)](#)
[Document Type Definitions](#)
[OCR ERF Instructions](#)

PSC Grants

[All PSC Grant Programs](#)
[Grant System Login Page](#)
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