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# INTERNET FOR ALL WISCONSIN

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## BEAD Challenge Process Step-by-Step Instructions for Submitting a *Community Anchor Institution (CAI) Challenge*

Docket 5-BCH-2024



Public Service Commission  
of WISCONSIN



## 1. Identify CAI Challenges

Eligible challengers can download the list of CAI locations from the 5-BCH-2024 docket or navigate the challenge map to view CAIs and their respective details. The details for each CAI in the spreadsheet correspond to what is in the spreadsheet. Note that all CAIs do not have a BSL identification number, and those CAI locations have been assigned a unique number for the purposes of the challenge process.

When navigating the map, clicking a CAI location brings up an information table that will display the following data:

- Location ID
- CAI Type
- Entity Name
- Primary Address
- Latitude and Longitude
- Internet Service Provider (if mass market or enterprise service offered)
- Technology
- BEAD Eligibility Status

For each CAI challenge being submitted, the challenging entity needs to include evidence to substantiate its challenge claim. Appendix 1 lists examples of evidence types. There are two options eligible challengers can take for submitting a CAI challenge:

(A) Challengers that intend to challenge one or a few CAIs can submit challenges for a single location using the CAI challenge submission questionnaire. The questionnaire only allows a challenger to submit a single CAI location challenge at a time and separate forms would need to be submitted for each individual challenge. This option is likely the best option for challengers submitting less than approximately 10 challenges.

(B) Challengers fill the CAI challenge spreadsheet for a bulk challenge, each row containing a single CAI challenge. This option may be best for challengers submitting more than 10 CAI challenges.

For either method, challengers will reference either the BEAD Challenge Map or the CAI .CSV to retrieve the needed data for each CAI being challenged. Instructions for both methods are in the following steps.

### **Option A - CAI Challenge Questionnaire Submission**

The CAI challenge online questionnaire can be accessed here:  
<https://maps.psc.wi.gov/apps/CAIQuestionnaire/index.html>



The following fields will be completed for each CAI challenge submitted using the online questionnaire (all fields required unless noted):

**Part 1: Challenger Information**

1. Entity Name
2. Entity d/b/a (optional, if applicable)
3. Primary Contact Name
4. Primary Contact Email
5. Physical Address
6. Primary Contact Phone Number
7. Entity Website (optional)
8. Select Eligible Entity Type
  - a. Internet Service Provider
    - i. If selected, enter FCC Registration Number (FRN)
  - b. Local Units of Government
  - c. Tribal Government
  - d. 501 (c)(3) or 501 (c)(6) Non-Profit Organization
  - e. Community Anchor Institution

**Part 2: Challenger Attestation**

By initialing below, you certify that the above information and any challenges and rebuttals submitted as a part of the Wisconsin BEAD Challenge Process are complete, accurate, and true to the best of the participating entities knowledge and that you have the authority, granted by the participating entity, to submit this form on its behalf.

9. Initials

**Part 3: Acceptance of Confidentiality Practices**

Participation in the BEAD Challenge Process may include submission of evidence documents containing material that requires confidential handling consistent with Wisconsin Administrative Code § PSC 2.12. If a submitter wishes to claim confidentiality on any evidence, it must use the ERF submission process as outlined in Appendix 3 of the BEAD Challenge Process Instructions.

**By initialing below, submitter confirms submitted information is not confidential and allows the Commission to share this information for public review.**

10. Initials

**Part 4: Challenge Information**

11. CAI Type
  - Select the CAI type from the drop-down menu.
    - S – School
    - L – Library



- H – Health
- F – Public Safety
- P – Public Housing
- C – Community Support Organization

12. CAI Name

- Indicate the name of CAI being challenged.

13. Address

14. City

15. State

16. Zip Code

17. Latitude (optional, only enter if available on BEAD Challenge Map)

18. Longitude (optional, only enter if available on BEAD Challenge Map)

19. Location ID (optional, only enter the BSL ID or Location ID if available in CAI list/Challenge Map - leave empty if entity has no location ID)

20. Challenge Type Code

- Select the challenge code from the dropdown menu for the CAI location.
  - C - location is a CAI
    - The location should be classified as a CAI and is not currently.
  - R - location is not a CAI
    - The location is currently labeled as a CAI but is a residence, a non-CAI business, or is no longer in operation.
  - G – CAI: Qualifying Broadband Not Available
    - The CAI is currently labeled as having available qualifying broadband and the challenger submits that it does not.
  - Q - CAI: Qualifying Broadband Available
    - The CAI is currently labeled as not having qualifying broadband available and the challenger submits that it does.

21. Challenge Rational Code (dropdown menu selection)

- X - CAI ceased operation
- B - Does not require 1 Gbps symmetrical service appropriate for CAI
- R - Private residence or a non-CAI business
- D - CAI does match the definition of the CAI Type
- N - Newly established or will be operational by June 30, 2024
- I - Independent location - affiliated with a listed CAI but is a separate location.
- T - CAI type for the location is wrong
- O- Other (provide explanation)

22. Rational Explanation

- Provide a brief explanation for the rational code selected



### 23. Narrative Explanation Substantiating Challenge Claim

- a. Provide narrative evidence for the challenge, such as the CAIs website, information on services offered, mission statement, information on board of directors, etc.

### Option B - CAI Challenge Bulk Submission

- a. Ensure you have created an ERF account on the PSC website.

If you need to create an ERF account, navigate to the [ERF homepage](#) and click the 'account management' tile at the bottom of the page. Below the log in fields, click the link "create new individual account" and complete the required fields.

- b. Complete the BEAD Challenge Participant Eligibility and Confidentiality Form (if not already submitted)

Eligible challenger participants will complete the following required fields using the fillable PDF Eligibility and Confidentiality Form:

- (1) Entity Name
- (2) Entity d/b/a (if applicable)
- (3) Primary Contact Name
- (4) Primary Contact Email
- (5) Physical Address
- (6) Primary Contact Phone Number
- (7) Entity Website
- (8) Select Eligible Entity Type
  - a. Internet Service Provider
    - i. Must also enter FCC Registration Number (FRN)
  - b. Local Unit of Government
  - c. Tribal Government
  - d. 501 (c)(3) or 501 (c)(6) Non-Profit Organization
  - e. Community Anchor Institution

Attestation: read the attestation and sign and provide signatory details

Acceptance of Confidentiality Practices: read confidentiality practices statement, sign to agree and provide signatory details.

Note that eligible challenge participants will only complete and submit the form once, and it must be submitted before or at the same time that a challenge is submitted to the 5-BCH-2024 docket on ERF with the Challenge Submission Form.



The completed BEAD Challenge Participant Eligibility and Confidentiality Form PDF file must be saved with the following naming convention:  
**challengeform\_[Entity Name].pdf**

c. Complete the CAI Challenge Submission Spreadsheets

It's recommended that challenging entities compile and save evidence as they are filling in the CAI Challenge spreadsheet. Evidence file name must align to the following naming convention: [entity name]\_CAIevidence[#].pdf. Only .pdf files are accepted. If you are providing a screenshot or photo (.png or .jpg), paste it into a text document and save as .pdf file.

When completing the CAI Challenge spreadsheet, if a location being challenged has more than one supporting piece of evidence, enter the evidence file names separated by a comma (e.g., [entity name]\_CAIevidence1.pdf, [entity name]\_CAIevidence2.pdf). An evidence document may apply to more than 1 CAI location and can thus be listed multiple times for separate challenges. Do not create copies of the same evidence files, giving them different file names for each CAI location being challenged. Challenge submissions with duplicate evidence documents submitted (i.e. the same evidence document submitted multiple times with a different file name) will be rejected.

The CAI Challenge spreadsheet is an excel document that will allow challengers to compile multiple locations and their respective challenges in a single document. Each row will contain one challenge type for one CAI location. Row 1 of the Challenge Submission Spreadsheet contains the name of each column and Column 2 below provides a description and further direction for completing each columns respective cell (see screenshots below). The Challenge Submission Spreadsheet is formatted to only allow certain inputs for each column's respective cells.

|   | A  | B  | C   | D  | E  |
|---|--|--|---|--|--|
| 1 | <b>Challenge Type Code</b><br>C - Location is a CAI<br>R - Location is Not a CAI<br>G - CAI qualifying Broadband unavailable<br>Q - CAI qualifying broadband available | <b>Challenger Entity Name</b><br>Enter your entities legal name. Do not use the entity's d.b.a.. | <b>Challenger entity type</b><br>Select your entity type from the drop down menu in the cells below.<br><br>- Internet Service Provider (provider)<br><br>- 501 (c )(3) or 501 (c )(6) nonprofit (non-profit)<br><br>- Local or Tribal Government<br><br>- Community Anchor Institution (CAI) | <b>Challenge Rational Code</b><br>X - CAI ceased operation<br>B - Does not require 1 GB service appropriate for CAI<br>R - Private residence or a non-CAI business<br>D - CAI does match the definition if the CAI Type<br>N - Newly established or will be operational by June 30, 2024<br>I - Independent location - affiliated with a listed CAI but is a separate location<br>T - CAI type for the location is wrong<br>O- Other (provide explanation) | <b>Rational Explanation</b><br>Provide a brief explanation for the rational code selected. |
| 2 |  |  |   |  |  |

| F  | G  | H   | I   |
|--|--|---|---|
| <b>Narrative Explanation</b>   |  |   |   |
| <b>Substantiating Challenge Claim</b>  | <b>CAI Type</b>  | <b>CAI Name</b>                               | <b>Location ID</b>  |
| Provide narrative evidence for the challenge, such as the CAIs website, information on services offered, mission statement, information on board of directors, etc | S - School<br>L - Library<br>H - Health<br>F - Public Safety<br>P - Public Housing<br>C - Community Support Organization<br><i>*see challenge instructions for definitions</i> | Indicate the name of the CAI being challenged | BSL ID or Location ID if available in CAI list/Challenge Map - leave empty if entity has no location ID |

| J              | K           | L            | M               | N   | O  | P  | Q  |
|----------------|-------------|--------------|-----------------|---|--|--|--|
| <b>Address</b> | <b>City</b> | <b>State</b> | <b>Zip Code</b> | <b>Latitude</b><br>(if available on BEAD Challenge Map) | <b>Longitude</b><br>(if available on BEAD Challenge Map) | <b>[optional] Evidence Type</b>  | <b>[optional] Evidence File Name(s)</b>  |
|                |             |              |                 |   |  | Indicate the types of evidence being provided, separated by a comma (e.g. screenshot, email). See BEAD Challenge Instructions for specific examples of evidence for each challenge type. | Enter the name of the evidence documentation that supports the CAI challenge. The evidence file name must align to the following naming convention: [entity name]_CAIevidence[#].pdf |

The following column fields will be completed for each CAI location challenged:

Column A: Challenge Type Code (dropdown menu selection)

- Select the challenge code from the dropdown menu for each respective CAI location.
  - C - location is a CAI
    - The location should be classified as a CAI.
  - R - location is not a CAI
    - The location is currently labeled as a CAI but is a residence, a non-CAI business, or is no longer in operation.
  - G – CAI: Qualifying Broadband Not Available
    - The CAI is currently labeled as having available qualifying broadband and the challenger submits that it does not.
  - Q - CAI: Qualifying Broadband Available
    - The CAI is currently labeled as not having qualifying broadband available and the challenger submits that it does.

Column B: Challenger Entity Name (text fill)

- Enter your entity’s legal name – do not use the entity’s d.b.a.
- *Tip: enter the name once and expand to all rows with an entered challenge.*

Column C: Challenger Entity Type (dropdown menu selection)

- Select your entity type – provider, local/Tribal Government, nonprofit, or Community Anchor Institution.
- *Tip: enter entity type once and expand to all rows with an entered challenge.*

Column D: Challenge Rational Code (dropdown menu selection)

- X – CAI ceased operation
- B – Does not require 1 GB service appropriate for CAI
- R – Private residence or a non-CAI business
- D – CAI does match the definition if the CAI Type
- N – Newly established or will be operational by June 30, 2024
- I – Independent location – affiliated with a listed CAI but is a separate location
- T – CAI type for the location is wrong
- O- Other (provide explanation)

Column E: Narrative Explanation Substantiating Challenge Claim

- Provide narrative evidence for the challenge, such as the CAIs website, information on services offered, mission statement, information on board of directors, etc.

Column F: Rational Explanation

- Provide a brief explanation for the rational code selected.

Column G: CAI Type (dropdown menu selection)

- Select the CAI type for the drop-down menu.
  - S – School
  - L – Library
  - H – Health
  - F – Public Safety
  - P – Public Housing
  - C – Community Support Organization

Column H: CAI Name (text fill)

- Indicate the name of CAI being challenged.

Column I: Location ID (numerical fill)

- Enter the BSL ID or Location ID if available in CAI list/Challenge Map – leave empty if entity has no location ID.

Column J: Address (text fill)



Column K: City (text fill)

Column L: State (text fill)

Column M: Zip Code (text fill)

Column N: Latitude (if provided for BSL on BEAD Challenge Map) (text fill)

Column O: Longitude (if provided for BSL on BEAD Challenge Map) (text fill)

Column P: [optional] Evidence Type (text input)

- Indicate the types of evidence being provided for each location being challenged, separated by a comma (e.g. screenshot, email).
- See section 8 below for the examples of evidence types.

Column Q: [optional] Evidence File Name (text input)

- For each challenged location, enter the name of the evidence documentation that supports the challenge of the location.
- The evidence file name must align to the following naming convention: **[entity name]\_CAIevidence[#].pdf**
- **NOTE**: only .pdf files are accepted. If you are providing a screenshot or photo (.png or .jpg), paste it into a text document and save as .pdf file before uploading.
- If the location being challenged has more than one supporting piece of evidence, enter the evidence file names separated by a comma (e.g., *Entityname\_CAIevidence1.pdf, Entityname\_CAIevidence2.pdf*)
- An evidence document can apply to more than 1 CAI challenge, and can thus be listed multiple times in column J.

## 2. Finalize CAI Bulk challenge documents

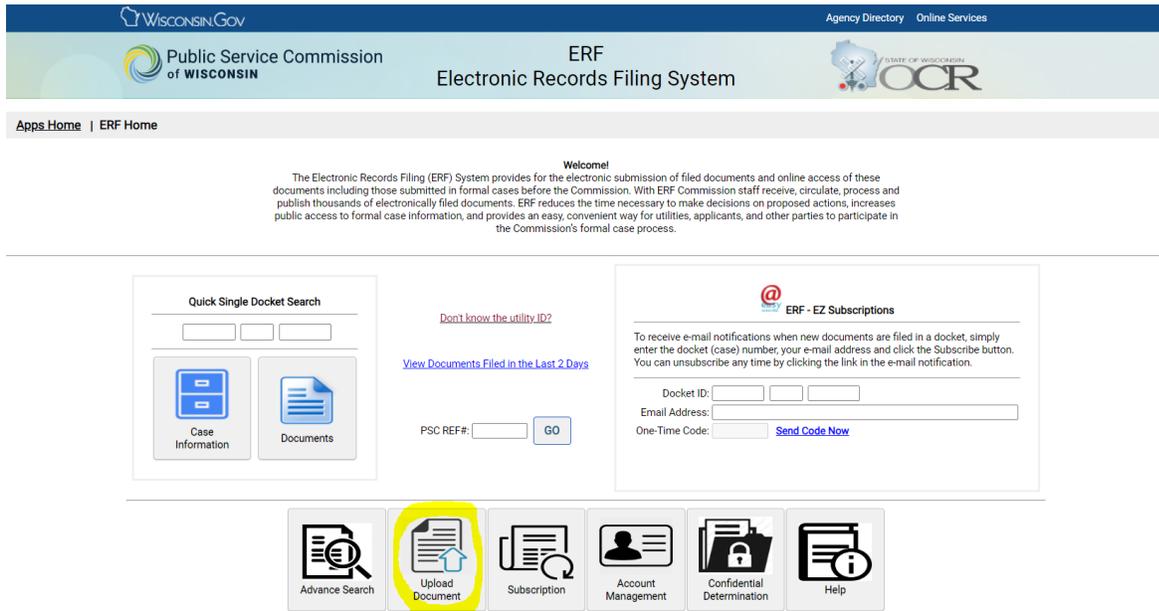
Ensure the BEAD Challenge Participant Eligibility and Confidentiality Form is complete and saved using the following convention: **[entity name]\_challengeform.pdf**

Ensure all rows of the Challenge Submission Spreadsheet are complete. Particularly ensure that each challenge row has the correct corresponding evidence file listed. The spreadsheet should be saved using the following convention: **[entity name]\_CAIchallenge.xlsx**

Ensure that all evidence documentation that is saved using the following naming convention and that the file name matches what is listed in the Challenge submission spreadsheet: **[entity name]\_CAIevidence[#].pdf** (Evidence documentation must be saved as a .pdf file)

## Submit by uploading to docket 5-BCH-2024

- a. Navigate to the PSC’s Electronic Records Filing System and select the “Upload Document” option at the bottom of the page (see screenshot below).



- b. Log in to your ERF account. If you do not have an ERF account, below the log in fields, click the link “create new individual account” and complete the required fields.

Welcome to the Public Service Commission of Wisconsin's Electronic Records Filing System (ERF).

ERF allows users to submit and access documents via the web. Unless otherwise directed by the PSC, all documents must be converted to a Portable Document Format (PDF) that is text searchable. When a document is submitted it is routed to our Records Management Unit staff for processing. RMU staff will review your document and notify you via email when the document is accepted. Accepted documents can be viewed at <https://apps.psc.wi.gov/pages/ERFHome.htm>.

For any questions regarding ERF logon IDs or passwords, please email our Records Management Unit at [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov) or call 608-261-8524.

**Warning:** Your session will close if it remains inactive for an extended period of time.

**NOTE:** Telecommunications providers must use this new [filing interface](#) to upload tariffs to ERF.

**Note:** If your password is not in compliance with the new rules, we will redirect you to the change password page.

Logon ID:

Password:

Are you a robot? Check the box to prove you are human.

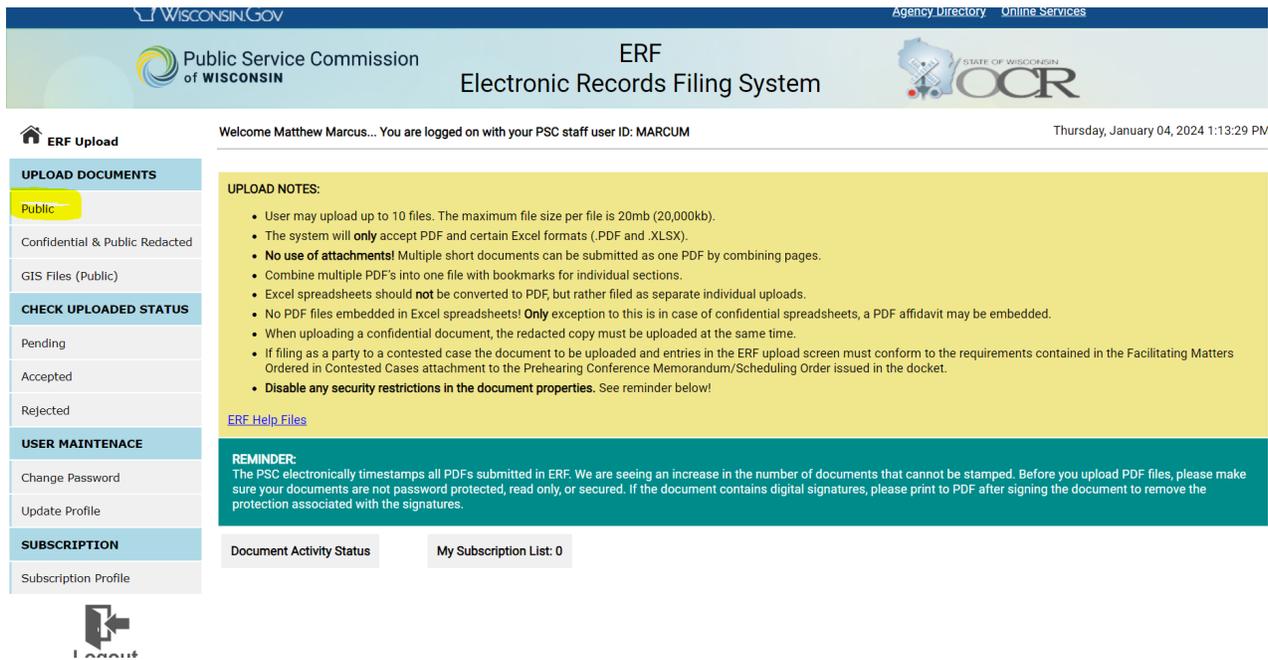
I'm not a robot

 reCAPTCHA  
Privacy - Terms

[Change/Forget Password?](#) [Retrieve Logon ID](#)

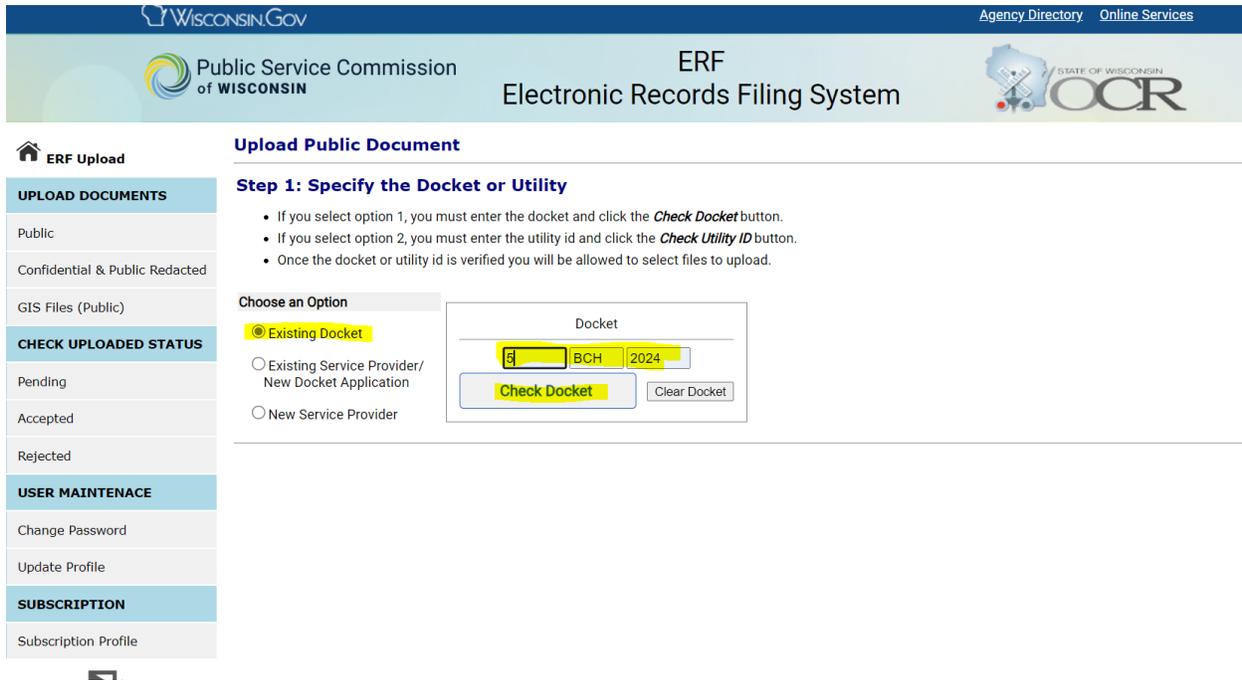
[Create New Individual Account](#)

- c. Once on the ERF upload page after logging in, from the left menu pane, select “public” for uploading the BEAD Challenge Participation Form, BEAD CAI Challenge Submission Spreadsheet, and any evidence documents that are not confidential. (see screenshot below). For information regarding submitting confidential evidence documents, see section 9.



The screenshot shows the ERF upload page. At the top, it says 'Welcome Matthew Marcus... You are logged on with your PSC staff user ID: MARCUM' and 'Thursday, January 04, 2024 1:13:29 PM'. On the left is a navigation menu with sections: 'ERF Upload', 'UPLOAD DOCUMENTS' (with 'Public' selected), 'CHECK UPLOADED STATUS', 'USER MAINTENANCE', and 'SUBSCRIPTION'. The main content area has 'UPLOAD NOTES' with a list of instructions, a 'REMINDER' section, and two buttons: 'Document Activity Status' and 'My Subscription List: 0'. A 'Logout' button is at the bottom left.

- d. On the “Upload Public Document” page, for step 1 choose “existing docket” option, enter the docket number 5-BCH-2024, and click the “Check Docket” button.



- e. For Step 2 you will choose the files to be uploaded and their respective document type and provide a description. The table below shows the file naming convention, document type, and description that should be used for uploads. A screenshot following the table provides an example.

| Document  | Completed saved file naming convention  | Document type selection for upload | Description for upload             |
|---|---|------------------------------------|------------------------------------|
| BEAD Challenge Participant Eligibility and Confidentiality Form | <i>[entity name]_challengeform.pdf</i>  | Correspondence                     | <i>Entity Name Challenge Form</i>  |
| BEAD CAI Challenge Submission Spreadsheet                       | <i>[entity name] CAIchallenge.xlsx</i>  | Data Request/Response              | <i>Entity Name CAI Challenge</i>   |
| BEAD CAI Challenge Evidence Documents                           | <i>[entity name] CAIevidence[#].pdf</i> | Comments                           | <i>Entity Name CAI Evidence[#]</i> |

**ERF Upload**

**Upload Public Document**

**Step 1: Specify the Docket or Utility**

- If you select option 1, you must enter the docket and click the **Check Docket** button.
- If you select option 2, you must enter the utility id and click the **Check Utility ID** button.
- Once the docket or utility id is verified you will be allowed to select files to upload.

**Choose an Option**

Existing Docket

Existing Service Provider/ New Docket Application

New Service Provider

Docket: 5 BCH 2024

**Check Docket** **Clear Docket**

BEAD Challenge Process

\*\*\* It's ok to upload document to this docket \*\*\*

**Upload** **Cancel**

**Step 2: Select the Documents to Upload**

1. **Choose File** No file chosen [Remove File](#)  
Document Type: Correspondence  
Description: Entity Name Challenge Form
2. **Choose File** No file chosen [Remove File](#)  
Document Type: Data Request / Response  
Description: Entity Name Challenge Data
3. **Choose File** No file chosen [Remove File](#)  
Document Type: Comments  
Description: Entity Name CH Evidence 1
4. **Choose File** No file chosen [Remove File](#)

f. When you have completed entering the information for all documents to be uploaded (maximum of 10 at a time), click the ‘Upload’ button. If you need to upload more evidence documents, follow the upload process again to upload remaining evidence documents.

WISCONSIN.GOV Agency Directory Online Services

Public Service Commission of WISCONSIN ERF Electronic Records Filing System STATE OF WISCONSIN OCR

**ERF Upload**

**Upload Public Document**

**Step 1: Specify the Docket or Utility**

- If you select option 1, you must enter the docket and click the **Check Docket** button.
- If you select option 2, you must enter the utility id and click the **Check Utility ID** button.
- Once the docket or utility id is verified you will be allowed to select files to upload.

**Choose an Option**

Existing Docket

Existing Service Provider/ New Docket Application

New Service Provider

Docket: 5 BCH 2024

**Check Docket** **Clear Docket**

BEAD Challenge Process

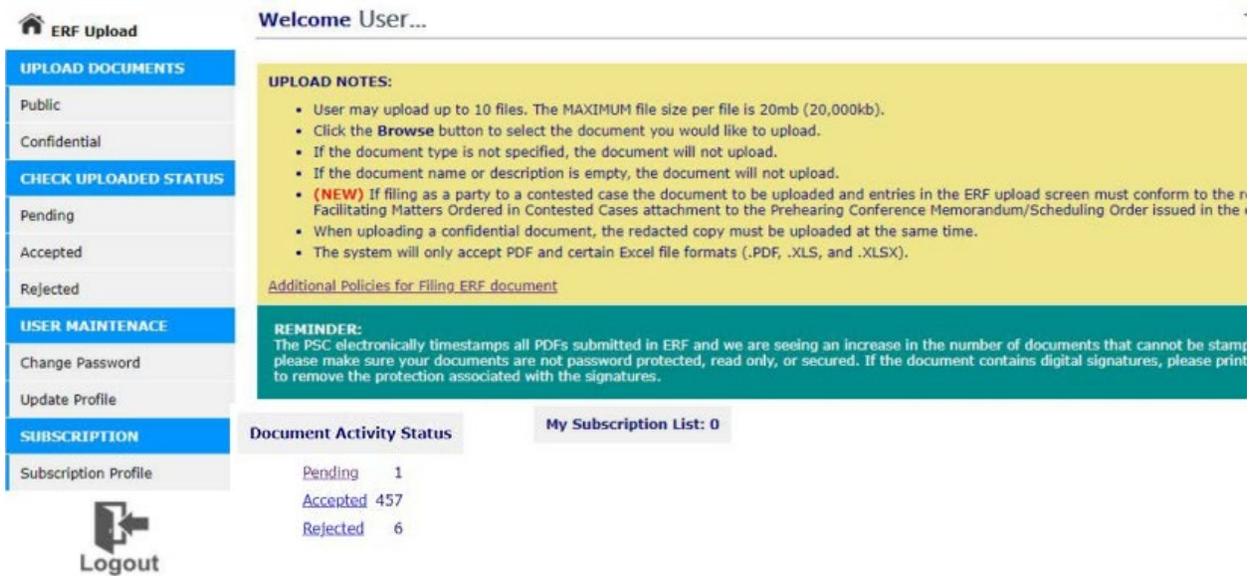
\*\*\* It's ok to upload document to this docket \*\*\*

**Upload** **Cancel**

**Step 2: Select the Documents to Upload**

1. **Choose File** No file chosen [Remove File](#)  
Document Type: Correspondence  
Description: Entity Name Challenge Form
2. **Choose File** No file chosen [Remove File](#)  
Document Type: Data Request / Response  
Description: Entity Name Challenge Data
3. **Choose File** No file chosen [Remove File](#)  
Document Type: Comments  
Description: Entity Name CH Evidence 1
4. **Choose File** No file chosen [Remove File](#)

- g. Once the documents are submitted, the documents activity status on the upload main page will be changed to pending (see screenshot example below). Pending means that the document has been received by the PSC and awaits processing. Staff will review the uploaded documents and approve or reject them. When uploads are processed, the filer will be notified via email. The email will include the document name, type, description, received date, etc. If the filing was rejected, the rejection reason will be included in the email. Clicking one of the hyperlinks will produce a list of document details for each status type. If a document has been rejected, the reason for rejection is also listed among the details.



The screenshot shows the ERF Upload web application interface. On the left is a navigation menu with sections: UPLOAD DOCUMENTS (Public, Confidential), CHECK UPLOADED STATUS (Pending, Accepted, Rejected), USER MAINTENANCE (Change Password, Update Profile), and SUBSCRIPTION (Subscription Profile). Below the menu is a Logout button. The main content area is titled 'Welcome User...' and contains an 'UPLOAD NOTES' section with a list of instructions, a 'REMINDER' section, and a 'Document Activity Status' table. The 'Document Activity Status' table shows: Pending 1, Accepted 457, and Rejected 6. There is also a 'My Subscription List: 0' indicator.

| Document Activity Status |     |
|--------------------------|-----|
| <a href="#">Pending</a>  | 1   |
| <a href="#">Accepted</a> | 457 |
| <a href="#">Rejected</a> | 6   |