



COVID-19 Live Music and Entertainment Venue Grant Program

FINAL REPORT INSTRUCTIONS for [Grant Recipients](#)

Program Webpage: <https://doa.wi.gov/Pages/COVIDEntertainmentVenueGrant.aspx>

The Final Report will be completed using the electronic signature tool DocuSign, which was also used to sign the Grant Agreement. DocuSign is a web-hosted electronic document transmittal and secure signature service. Accessing DocuSign documents requires internet access and a web browser. The DocuSign website is mobile-device friendly, but the Final Report may be easier to view and complete from a desktop.

The program encourages Grantees to consult a certified accountant or tax professional in the preparation of the Final Report document to ensure compliance with the CARES Act and Program Grant Agreement.

Please Note: DocuSign does not include a save feature. It is recommended all relevant information is collected before completing and signing the Final Report document in DocuSign. A blank Final Report document may be downloaded or printed from the DocuSign email link to reference when gathering this information, but the Final Report must be completed and submitted in DocuSign.

DocuSign Process

1. [Grantees](#) will receive an email from a DocuSign account with a unique link to the DocuSign website. The link will open a new webpage on your internet browser. The new webpage will display a Final Report document for your organization. The email with the unique link will be sent to the contact email that Grantees listed in their Grant Agreement.
2. Review the entire Final Report. Agree to DocuSign disclosures, if prompted.
3. Complete all required fields in Sections 1 through 4.
 - **Section 1: Grantee Contact Information**
 - Some of this information is prepopulated with information from your Grant Agreement.
 - Please complete all required fields.
 - **Section 2.A. Grant Funds Expended on Eligible Costs**
 - Itemize any grant funds expended on eligible costs, in accordance with Sections 1.8, 2.2, 6, and 8.1 of the [Grant Announcement](#). In the left column, include Date or Time Period; Vendor or Source; and Description of Activities or Costs. Grant funded activities must have been incurred during the covered period (March 1, 2020 to December 30, 2020).

Description examples include, but are not limited to: facilities costs, cleaning/sanitation costs, and equipment/services. Type the corresponding Amount into the right column.

- In accordance with Section 8.1 of the [Grant Announcement](#) and Article 22 of the Grant Agreement, no expenses may be reimbursed from another funding source. If the organization later receives funding from another source that is used to reimburse any expenditure that was previously reimbursed through this program, the organization will notify the Department of Administration, withdraw the claimed expenditure to the extent covered by another source, and (a) utilize the funds for other eligible expenses sufficient to cover the payment received for the withdrawn expenditure during the program period, or (b) repay the amount to the Department of Administration.
- The first row contains two required fields. If there were no grant funds expended on eligible costs for your organization, “Not applicable” and “0.00” can be typed into the two required fields in the first row, respectively.
- If additional rows are needed to itemize eligible costs, please contact DOACOVIDEntertainmentVenueGrants@wisconsin.gov.
- **Section 2.B. Grant Funds Used to Replace Eligible Lost Revenue**
 - Include a detailed description of eligible lost revenue that will be reimbursed by grant funds in accordance with Sections 1.8, 2.2, 6, and 8.1 of the [Grant Announcement](#). In the left column, include Date or Time Period; and Description of Lost Revenue due to the COVID-19 Pandemic. Lost revenue must have occurred during the covered period (March 1, 2020 to December 30, 2020). Description examples include, but are not limited to: rescinded donations due to COVID-19, rescinded ticket sales due to COVID-19, and difference in ticket sales for same period in 2020 to 2019. Type the corresponding Amount into the right column.
 - The first row contains two required fields. If there were no grant funds used to replace eligible lost revenue for your organization, “Not applicable” and “0.00” can be typed into the two required fields in the first row, respectively.
 - In accordance with Section 8.1 of the [Grant Announcement](#) and Article 22 of the Grant Agreement, no expenses may be reimbursed from another funding source. If the organization later receives funding from another source that is used to reimburse any expenditure that was previously reimbursed through this program, the organization will notify the Department of Administration, withdraw the claimed expenditure to the extent covered by another source, and (a) utilize the funds for other eligible expenses sufficient to cover the payment received for the withdrawn expenditure during the program period, or (b) repay the amount to the Department of Administration.
 - If additional rows are needed to list eligible lost revenue, please contact DOACOVIDEntertainmentVenueGrants@wisconsin.gov.
- **Section 3: Financial Report**
 - Line A is the grant award amount. This information is prepopulated.
 - Line B will autopopulate from the amounts entered by the Grantee into Section 2.A.
 - Line C will autopopulate from the amounts entered by the Grantee into Section 2.B.
 - Line D is the sum of Sections 2.A. and 2.B. and will autopopulate from the amounts entered by the Grantee into Sections 2.A. and 2.B.
- **Section 4: Authorized Representative Signature**

- Authorized Representative Signature field: Sign by clicking the signature box. **Delete the organization name if it appears in the signature field, and complete with an authorized signatory name using one of the signature options available in DocuSign.** The signature timestamp and date are automatically entered.
 - Complete the remaining required fields.
 - **Section 5: Attachments**
 - This is an optional field.
 - If your organization would like to include attachments with the Final Report, they can be added via the paperclip icon on page 4.
 - Although not required, attachments may help substantiate eligible costs and lost revenue. If your organization includes attachments, grant recipients are still required to maintain records for 5 years after final audit(s) of the Grant Agreement in accordance with Section 8.1 of the Grant Announcement and Article 27 and Attachment E of the Grant Agreement.
 - Attachments are not a substitute for completing Sections 2.A. and 2.B. If attachments are included with the Final Report, SECTIONS 2.A. AND 2.B. MUST STILL BE COMPLETED AND ITEMIZED.
4. When all fields are complete and the document is signed, click “Finish”.
 5. You will receive an email notification that the document is complete. A link in the email will take you to a website that displays the completed document. You may choose to download a PDF version of the completed Final Report.
 6. No further action is necessary. A completed version of the Final Report will be automatically provided to the State via DocuSign. The Program will contact Grantees if further information is required.

Common Reasons the Final Report will be voided (include but are not limited to), and a new Final Report will need to be completed by the Grantee:

- The Authorized Representative Signature field contains the name of the organization, not an authorized signatory.
- Sections 2.A. and 2.B. are not itemized.
- Descriptions listed for Costs (Section 2.A.) and Lost Revenue (Section 2.B.) do not provide enough information.
- Dates or time periods are not entered into Sections 2.A. and 2.B.
- Dates or time periods entered into Sections 2.A. or 2.B. are not within the covered period (March 1, 2020 to December 30, 2020).
- A cost is entered into the lost revenue section, or vice versa.
- Mathematical or bookkeeping errors pertaining to Sections 2.A. and 2.B.

DocuSign Notes

- Please check Spam and Junk folders, as well as email restriction settings, if the contact email listed in the Grant Agreement has not received the Final Report via a DocuSign email.
- The signatory can be reassigned if the person who received the email is not the correct signatory. Instructions: <https://support.docusign.com/en/guides/signer-guide-signing-change-signer>
- You do not need a DocuSign account to access or complete the Final Report
- [DocuSign Video: How to Sign a Document: https://www.youtube.com/watch?v=43dOMDEXOIM](https://www.youtube.com/watch?v=43dOMDEXOIM)