

Using AccessGov for SPC Grants

Introduction

Beginning in fall 2026, the Statewide Project Cooperator (SPC) Program will be utilizing AccessGov for submission of grant materials (applications, reimbursements, extensions, project reports). This will require a MyWisconsin ID account, with self-registration instructions included below.

Please note that extension and reimbursement requests will require dollar amounts to be categorized based on the budget categories outlined in your grant contract. Grant recipients should be tracking expenditures based on these budget categories. DATCP pre-approval is required for budget modifications.

MyWisconsin ID Self Registration

You will first need to create a MyWisconsin ID account to log into DATCP's AccessGov web interface.

To learn how to sign up and review frequently asked questions, visit the [MyWisconsin ID](#) page.

To create your account, navigate to <https://apps.wisconsin.gov> and click the "Sign-Up" link.

Please note that **registration is time sensitive**. Once you supply the base information, an email will be sent to you to fill out your password. You have two hours to complete the account setup or the new account will be disabled and irretrievable.

Estimated Rollout Timeline

November 2026:	Extension Request submission portal will open for extension of 2026 projects.
November 2026:	Project Report submission portal will open for 2026 year-end reporting.
January 2027:	Application submission portal will open for 2028 grant applications.
May 2027:	Reimbursement Request submission portal will open for 2027 grant reimbursements.

AccessGov General Use & FAQs

DATCP AccessGov homepage: <https://wi.accessgov.com/datcp>

SPC AccessGov homepage: <https://wi.accessgov.com/datcp/Forms/Page/darm/spc-home>

Can I have multiple MyWisconsin ID/AccessGov accounts for my organization?

Yes. Each individual should create their own MyWisconsin ID to log in to AccessGov. You may have multiple users submit forms on behalf of your organization.

How do I get to the SPC submission portals?

There are several ways to access these portals. First, you may visit the [SPC webpage](#), which will direct you where you need to go. You may also use the links provided in this document. Finally, there is a directory within AccessGov that allows you to search or filter for the appropriate page (not all pages may be available within the directory).

Can I save a form to complete later?

Yes. There is a “Save and Exit” button on the bottom of each form. When signed in to AccessGov, your draft forms will appear under the “To Do” tab of the “My Forms” sidebar menu. From here you can continue or delete uncompleted forms.

How do I access my past submissions?

When signed in to AccessGov, your past submissions will appear under the “My Forms” sidebar menu, either under the “In Progress” or “Done” tabs. “In Progress” forms have been submitted by the user but are still being reviewed by program staff. “Done” forms have completed review. You may download a PDF of your submission at any time.

What if I need to make a correction to a form I’ve already submitted?

Please contact DATCP and ask them to return your original submission. You will then have the option to revise or delete the submission. Please do not submit an additional form to avoid duplicates.

I was notified that my submission has been returned to me. What does this mean?

When a form requires review by DATCP, the reviewer(s) may return the form to the submitter to make changes. The email will contain a comment of why it was returned, along with a link to review and resubmit the form.

Why am I not receiving the confirmation emails from AccessGov?

All SPC forms will send a confirmation email from noreply@wi.accessgov.com upon successful submission. If you do not receive these emails, please confirm that the form was submitted. If it was submitted, check your spam or junk folders in your email account.

Your organization may also have firewalls that block these emails. Please notify DATCP if you are not receiving these emails so that you do not miss important information.

AccessGov Submission Instructions

Extension Requests

Please refer to your grant contract for specific extension requirements. These instructions are for the AccessGov submission process only.

1. Go to <https://wi.accessgov.com/datcp/Forms/Page/darm/spc-extension> and log in using your MyWisconsin ID.
2. Introduction: Review information and click “Acknowledge” to continue.
3. Grantee Information: Provide grant and contact information.
4. Extension Request:
 - *Budget modification question*: DATCP pre-approval is required when shifting funds between budget categories. When selecting “yes,” please attach the correspondence detailing the modification.
 - *Budget category field*: Identify the budget category you wish to extend. These categories should align with those identified in your grant contract.
 - *Deliverable field*: Identify the activities/deliverables that the extended funds will be used towards. These may be existing or proposed new activities.
 - *Extension Request field*: Identify the amount per budget category you wish to extend, considering their associated amounts remaining.

Click “+ Add Budget Item” button for additional lines.

5. Review: Review responses for completeness and accuracy.
6. Signature: Electronically sign and submit. You will receive an automated email from noreply@wi.accessgov.com confirming submission of your request including any follow up instructions (may take a few minutes for the email to come through).

Project Reports

Please refer to your grant contract for specific reporting requirements. These instructions are for the AccessGov submission process only.

1. Go to <https://wi.accessgov.com/datcp/Forms/Page/darm/spc-report> and log in using your MyWisconsin ID.
2. Introduction: Review information and click “Begin” to continue.
3. Grantee Information: Provide grant and contact information.
4. Project Report: Select the type(s) of documentation being submitted and complete the fields that appear as applicable.
 - *Final project report*: reports activities and deliverables through the end of the project period (typically December 31). Annual reporting is required even for projects that are being extended.
 - *Project report (not final)*: for grant recipients who submit multiple progress reports in a grant year.
 - *Extension documentation*: grant recipients who previously requested extension of their project must report on the deliverables and funds remaining at the end of the calendar year. A final report is still required for the first year of the project and may be combined with this submission.
5. Review & Submit: Review responses for completeness and accuracy. Click “Submit” to submit your report. You will receive an automated email from noreply@wi.accessgov.com confirming submission of your report including any follow up instructions (may take a few minutes for the email to come through).

Applications

This document will be updated with application instructions by January 2027.

Reimbursement Requests

This document will be updated with reimbursement request instructions by May 2027.

Document History

Revision	Author	Change Description	Approval Date
10/1/26	Abby Johnson	Document created	10/1/26