



FY 2020 E-Rate Funding for Internet Services and Network Equipment

E-Rate Training — November 2019

**Presented by E-Rate Central
NYSED State E-Rate Coordinator**

www.e-ratecentral.com



- Overview of the E-Rate Process
- Eligible Services
- Discount Rate and Entity Issues
- Form 470: Procurement and Contract Issues
- Form 471 Issues
- Form 486 and CIPA Requirements
- BEAR/SPI Invoicing
- Navigating USAC's IT Systems
- Cautions



- **E-Rate is a Federal Technology Discount Program**
 - Administered by the Federal Communications Commission (“FCC”)
 - Provides 20-90% discounts for schools and libraries on telecom, Internet, and internal networking equipment and services
 - Funded at \$4+ billion per year

- **Great Program — But Not Simple**
 - Forms 470, 471, 472, 479, 486, 498, and 500
 - Complex online filing and communications system
 - Detailed service eligibility and discount rate issues
 - Strict competitive bidding requirements
 - Time-consuming application and invoice payment reviews
 - Audits and retroactive refund exposure



Eligible Services

- **Category 1:** Services that enable Broadband connectivity *to* the school/library
 - Telecommunications
 - Internet Access
 - Network Terminating Equipment

- **Category 2:** Services that enable Broadband connectivity *within* the school/library
 - Internal Connections (WAPs, controllers, routers, switches, cabling, etc.)
 - Basic Maintenance of Internal Connections (“BMIC”)
 - Managed Internal Broadband Services (“MIBS”)



Discount Matrix

	Category one schools and libraries discount matrix		Category two schools and libraries discount matrix	
	Discount level		Discount level	
% of students eligible for National School Lunch Program	Urban discount	Rural discount	Urban discount	Rural discount
< 1.....	20	25	20	25
1-19.....	40	50	40	50
20-34.....	50	60	50	60
35-49.....	60	70	60	70
50-74.....	80	80	80	80
75-100.....	90	90	85	85



Basic E-Rate Cycle

1. File Form 470 (and RFPs)
2. Wait 28 days (vendor selection period)
3. File Form 471 (application)
4. PIA review and FCDL
5. File Form 486 (CIPA and service confirmation)
6. Submit invoices to USAC (BEAR or SPI)



- What's New — or Unknown — for FY 2020
 - Category 2 budgets?
 - Eligible service changes — additions or deletions?
 - Form 470 pull-down menus option issues
 - New fiber network issues
 - Special construction amortization?
 - "Overbuilding" restrictions?
 - New USAC/FCC guidance
 - Form 498 updates
 - EPC dual-factor authentication
 - Transitional network funding?
 - Product demonstrations?



- **Universal Service Fund Programs**

	<u>Cap</u>
▪ High Cost — Connect America	\$4.5 billion
▪ Low Cost — Lifeline	2.3
▪ Rural Healthcare	0.6
▪ Schools and Libraries — E-rate	<u>4.0</u>
▪ Public and private schools (Pre-K – 12)	\$11.4 billion
▪ Public libraries	

- **USF Management**
 - Federal Communications Commission (“FCC”)
 - Universal Service Administrative Company (“USAC”) and subcontractors
 - Maximus Federal Systems (previously Solix)
 - Sutherland Global Solutions (previously General Dynamics)



- USF Funding Source
 - Percentage of carrier interstate/international telecom revenue passed on to all telecom users via a USF surcharge

verizon[✓]

Invoice Number Account Number Date Due Page
 07/05/2014 07/05/2014 07/05/2014 5 of 14

Summary for [REDACTED]

Your Plan
 The Verizon Plan X Large 12GB
 (see pg 3)

Monthly Charges

Smartphone Line Access	07/05 - 08/04	20.00
Ringback Tones	07/05 - 08/04	.99
Verizon Cloud 1 Tb	07/05 - 08/04	9.99
		\$30.98

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Shared	minutes unlimited	274	---	---
Mobile to Mobile	minutes unlimited	88	---	---
Night/Weekend	minutes unlimited	27	---	---
Total Voice				\$0.00

Messaging

Text, Picture & Video	messages unlimited	512	---	---
Total Messaging				\$0.00

Data

Gigabyte Usage	gigabytes 12,000 (shared)	7,405	---	---
Total Data				\$0.00

Total Usage and Purchase Charges \$0.00

Surcharges +

Fed Universal Service Charge	.42
Regulatory Charge	.21
Administrative Charge	1.23
\$1.86	

Taxes, Governmental Surcharges and Fees +

FL State 911 Fee	.40
\$0.40	

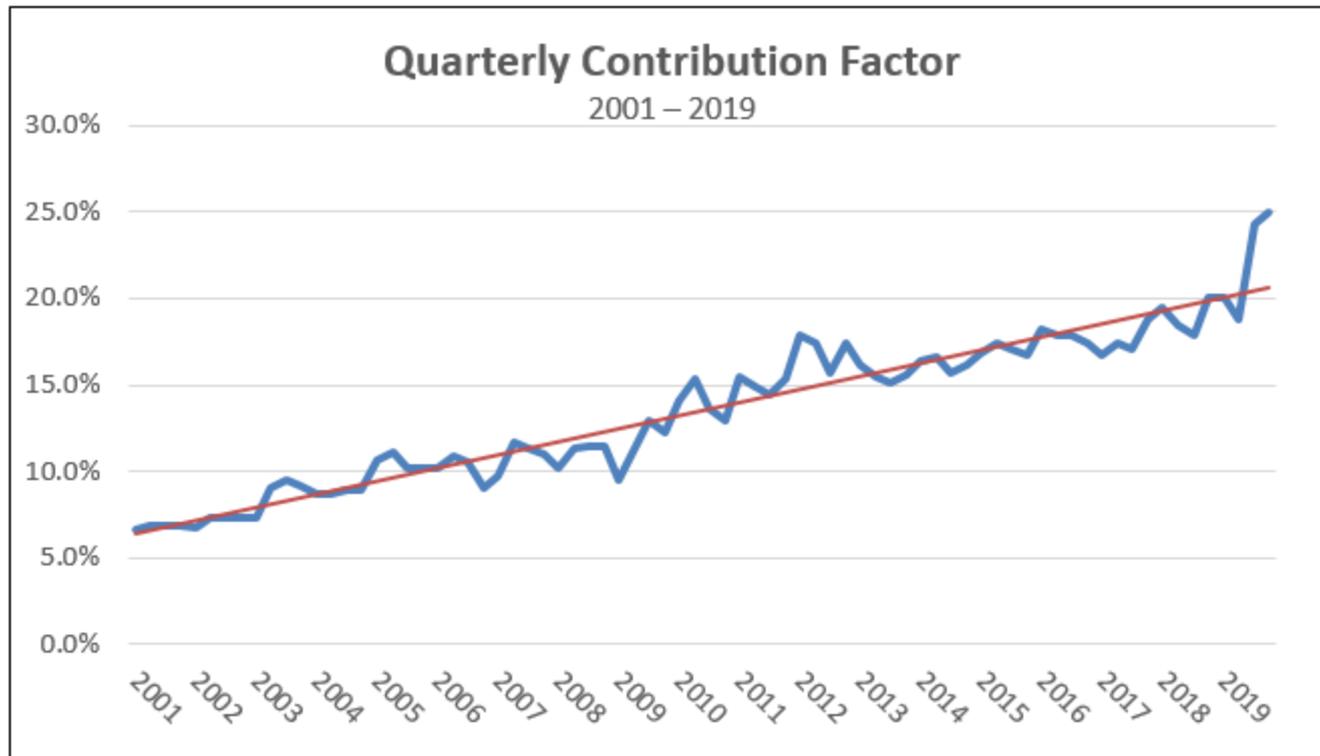
Total Current Charges for [REDACTED] **\$33.24**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

Fed Universal Service Charge
.42

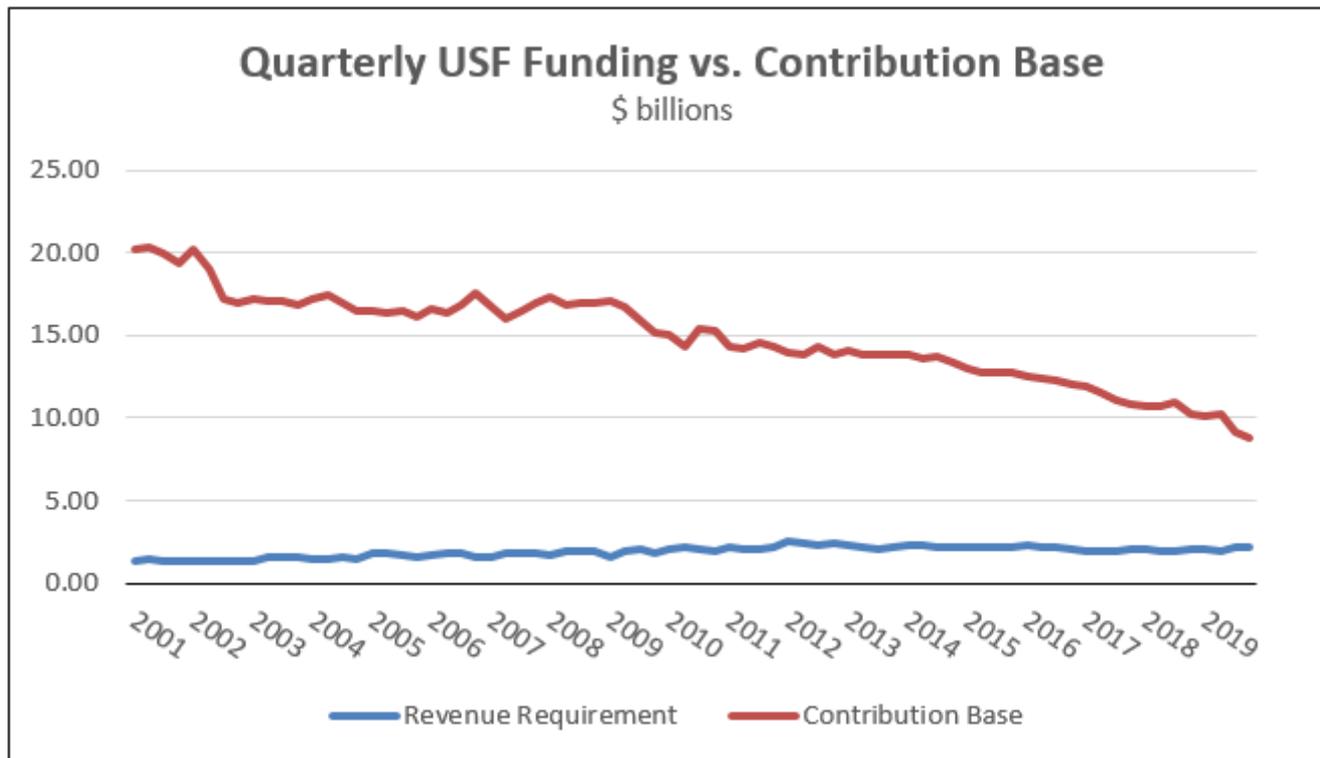


- Major USF Issue — Increasing Contribution Percentage





- Real USF Issue — Decreasing Contribution Base





- **Other USF Concerns and Issues**
 - **Proposal for overall USF Cap**
 - Individual caps total \$11.4 billion
 - Actual USF spending averaging \$8.0 billion
 - One concern: Robbing Peter (E-rate) to pay Paul (RHC)
 - **Are E-rate discounts “federal funds?”**
 - Not taxes subject to annual appropriations
 - Conflicting state court decisions under False Claims Act
 - Payments from U.S. Treasury have federal connotation
 - **Long delayed FCC plans to resolve funding sources**
 - In October, “State Members” of the Federal State Joint Board formally recommended expansion of the contribution base to include Internet Access service.



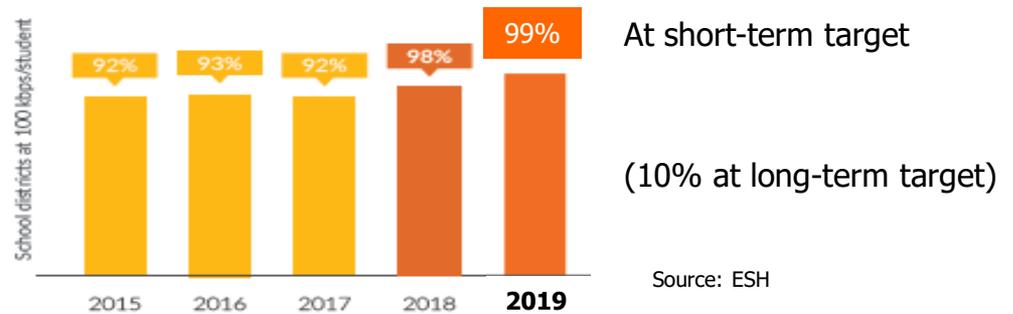
Eligible Services

- **Category 1:** Services that enable Broadband connectivity *to* the school/library
 - Telecommunications
 - Internet Access
 - Network Terminating Equipment
- **Category 2:** Services that enable Broadband connectivity *within* the school/library
 - Internal Connections (WAPs, controllers, routers, switches, cabling, etc.)
 - Basic Maintenance of Internal Connections (“BMIC”)
 - Managed Internal Broadband Services (“MIBS”)



- Data Transmission and Internet Access
- Focus on Fiber and E-rate 2.0 Performance Goals
 - Schools: Internet at 100 Mbps per 1,000 students short-term and 1 Gbps per 1,000 students long-term

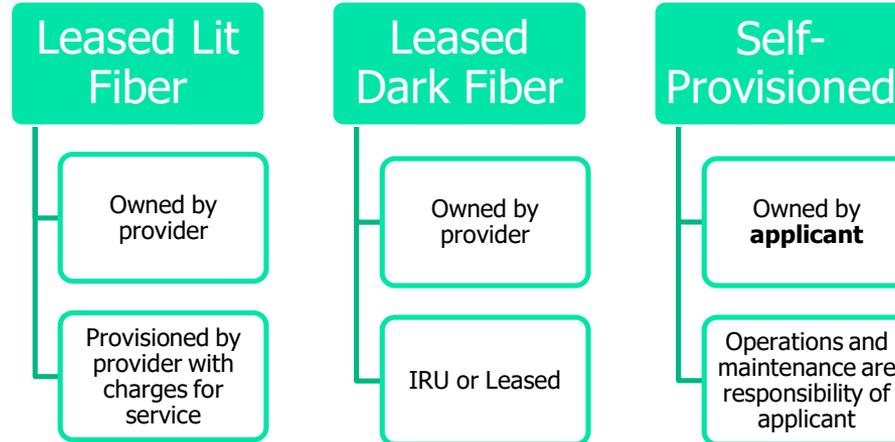
NY districts:



- Libraries: Internet at 100 Mbps for populations under 50,000 and 1 Gbps for larger populations
- WAN connectivity “scalable” to 10 Gbps
 - 99.9% of NY districts are on scalable fiber infrastructures



- Three Fiber Options:
 - Lit fiber service
 - Leased “dark” fiber (or “IRU”)
 - “Self-provisioned” fiber





Leased Lit Fiber

- Monthly recurring charges
- Special construction charges
- Basic installation charges
- Network equipment

Leased Dark Fiber

- Recurring dark fiber lease or IRU payments
- Special construction charges
- Basic installation charges
- Network equipment
- Maintenance and operations charges

Self-Provisioned

- Special construction charges
- Network equipment
- Maintenance and operations charges



- Pros and cons of dark fiber and self-provisioned fiber
 - Pro: “Terminating” network equipment eligible as Category 1
 - Pro: Special construction charges eligible
 - Additional 10% funding available with SSBA state-matching
 - Con: Procurement and funding approval procedures are complex
 - “RFPs” required
 - Longer bidding periods recommended
 - Must be evaluated in comparison with lit leased fiber
 - Detailed PIA questions to be expected
 - Some FCC concern with “overbuilding”
 - Con: Major project completion time constraints



- Non-Fiber Transmission Services
 - Broadband over Power Lines
 - Cable Modem
 - DS-1, DS-2, DS-3, DS-4
 - Ethernet
 - Satellite Service
 - Microwave
 - Multi-Protocol Label Switching (“MPLS”)

- Reminder: Voice Services are no longer eligible



- Networking Equipment
 - Cabling
 - Routers
 - Switches
 - Wireless access points (WAPs")
 - Basic firewall (or service)
 - Uninterruptible power supply ("UPS")
 - Associated licenses

- Pending for FY 2020
 - Basic Maintenance of Internal Connections ("BMIC")
 - Basic technical support and software upgrades
 - Break/fix time and materials
 - Managed Internal Broadband Services ("MIBS")
 - Caching servers



Category 2 Budgets

- Category 2 will be funded in FY 2020 — Awaiting FCC Decision
- At least:
 - Each school shall be eligible for support for Category 2 services up to a pre-discount price of \$160+ per student
 - Libraries limited to \$2.45+ per square foot (or \$5.35+ urban)
 - Minimum pre-discount funding per school or library is \$9,750+
- Perhaps:
 - All 5-year budgets may be reset as of FY 2020 or FY 2021
 - Districtwide or systemwide budgets



Category 2 Budgets (cont'd)

- Managing “over-budget” situations are critical
 - Separate FRNs for separate budget entities (if needed)
 - Reduce pricing proportionally to stay within budget
 - Use “Narrative” to further explain requests

- 5-year budget cycle management
 - Cancel unused funding to free up budget(s) for future years



*ESL Wish List — **Not Eligible***

- Voice Services
- Filtering
- “Resilient” Network Products and Services
 - “Duplicative” services
 - Key distinction: “Redundant” vs. “Non-Redundant”
 - Key determinant: One or more procurements
 - Advanced firewall products or services
 - Denial of service protection (“DDoS”)
 - Ransomware protection
- Off-campus wireless Internet (including WiFi on buses)



https://d31hzlhk6di2h5.cloudfront.net/20190903/dc/58/ef/e2/bf672a44bdce9162a0ccc373/cosn_cybersecurity_cost_report.pdf



NY-Specific Considerations

- E-rate vs. SSBA funding
 - Parallel connectivity goals (one of four SSBA categories)
 - SSBA funding usage:
 - Paying a district's non-discounted share
 - Qualifying for an extra 10% for E-rate matching on special construction
 - Timing and planning issues
 - NYSED tech plan requirement
 - SSBA budget approval
 - SSBA funding reimbursement
- NY Broadband Program for underserved areas



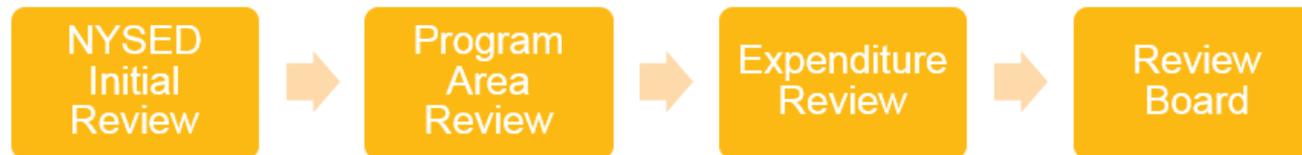
Smart Schools Bond Act

New York State school districts can submit applications to upgrade infrastructure and connectivity access from a one-time allocation from the Smart Schools Bond Act to help leverage federal E-rate reimbursements.

REQUIREMENTS

- To utilize funds in the School Connectivity and/or Classroom Learning Technology categories, districts are required to certify that they have sufficient infrastructure that meets the Federal Communications Commission's 100Mbps per 1,000 students or describe how they will meet the requirement within 12 months.
- Districts must meet all stakeholder engagement requirements, as described in the SSBA Guidance.
- Smart Schools Investment Plans (SSIPs) must go through a thorough review process before receiving approval from the SSBA Review Board.
- SSIPs must be approved by the SSBA Review Board before districts can make **any** purchases. Purchases made prior to approval will not be reimbursed.

REVIEW PROCESS



Please consult the SSBA Guidance and website for more information or contact smartschools@nysed.gov

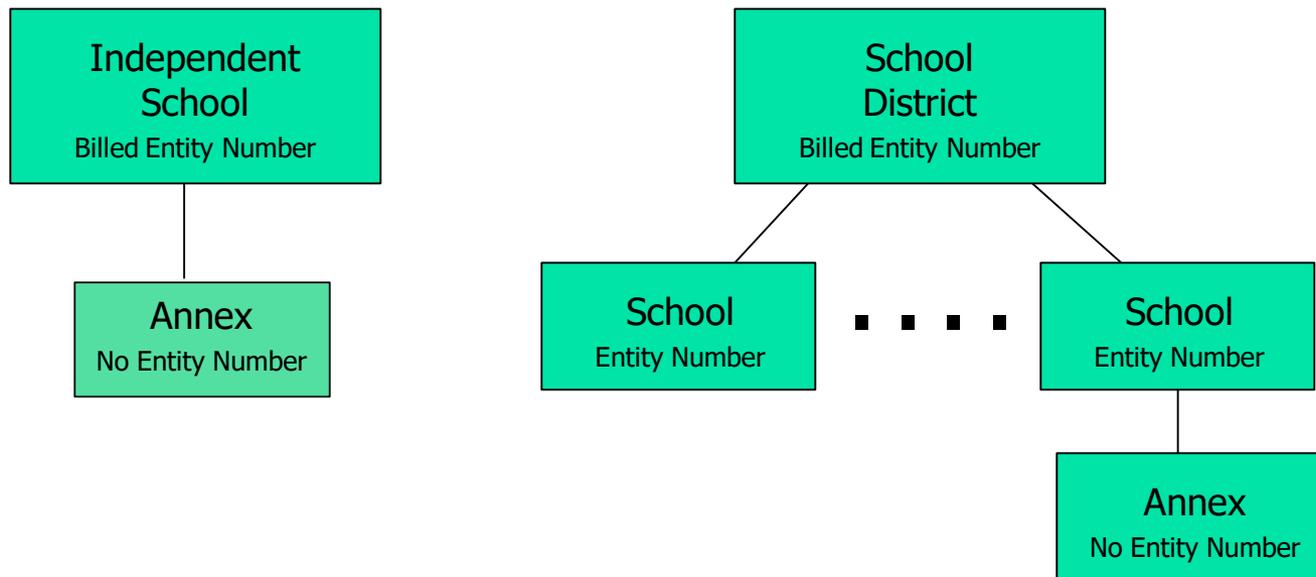


Smart Schools Bond Act Eligible Categories	E-rate Implications
<p>High-speed broadband or wireless connectivity for schools</p> <ul style="list-style-type: none"> • Installation of new or upgraded fiber • Replacement of in-district network infrastructure <p><i>SSBA cannot cover service connections or subscriptions.</i></p>	<ul style="list-style-type: none"> • Category 1 E-rate funds * • Category 2 E-rate funds
<p>Classroom Learning Technology Equipment</p> <ul style="list-style-type: none"> • Interactive whiteboards, laptops, desktops, tablets and other technology to enhance classroom instruction 	<p>Not Covered</p>
<p>Pre-Kindergarten Classrooms & Transportable Classroom Units</p> <ul style="list-style-type: none"> • Construction of pre-kindergarten classrooms • Removal of transportable classrooms and replacement with new construction 	<p>Could entail new or upgraded E-rate eligible products and/or services for Category 1 connections or Category 2 internal networking.</p>
<p>High-Tech Security</p> <ul style="list-style-type: none"> • Video surveillance, emergency notification, entry control systems, door hardening and other high-tech security features. 	<p>Most security equipment and services are not E-rate eligible. Exceptions could include upgrades to shared Category 2 wired or wireless broadband networks, or Category 1 data transmission circuits for monitoring services.</p>

*** SSBA-eligible expenditures can be used to cover the 10% E-rate Category 1 matching requirement.
Note: SSBA funds are not limited to 10% of an E-rate funded project.**



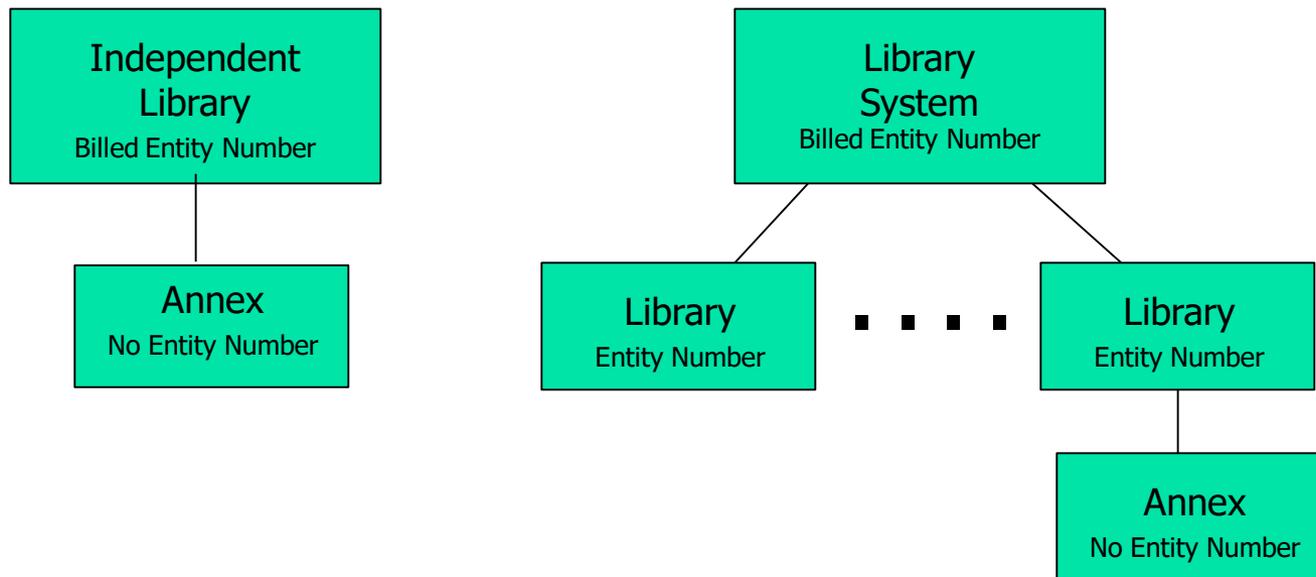
Parent-Child Relationships



Note: Multiple charter or independent schools, operating under a common management/budget, are treated as a "district."



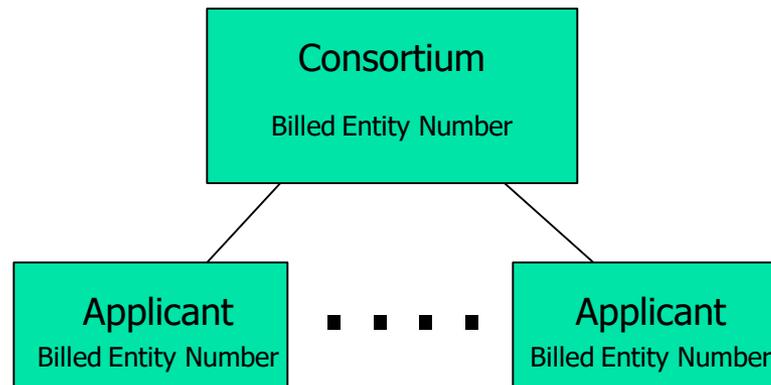
Parent-Child Relationships



Note: A bookmobile in New York is treated as a library



Parent-Child Relationships



Note: Some NY "Library Systems" should be E-rate consortia



Discount Matrix

	Category one schools and libraries discount matrix		Category two schools and libraries discount matrix	
	Discount level		Discount level	
% of students eligible for National School Lunch Program	Urban discount	Rural discount	Urban discount	Rural discount
< 1.....	20	25	20	25
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Urban – Rural Determination

- A district or library system with a majority of entities considered rural will receive the benefit of rural status
- USAC has a tool on its website to allow applicants to quickly find the urban/rural status of their entities



Discount Rate Calculations

- Each school or group of schools in a school district must use the single district-wide “matrix” discount rate for **all** funding requests
 - An Educational Service Agency (“ESA”) applicant without its own schools determines its discount using all E-rate eligible students in schools that fall under the control of the central educational agency
 - Technical and special education schools are allowed to double-count students attending part-time with “snap-shot” counts
 - Private or charter schools, operating as a group under the same administration and finances, must use a single district-wide “matrix” discount rate for **all** funding requests (i.e., treated like a district)
 - Diocese-organized parochial schools typically treated as a consortium



Discount Rate Calculations (cont'd)

- An individual library uses the eligibility percentage of the school district where library is located
- All libraries in a library system must use the single system-wide “matrix” discount rate for **all** funding requests using the eligibility percentage of the school district where the main branch of the library system is located



Consortium Discounts

- Based on simple average of member discounts in that application
- Consortium is the only type of applicant that can have a non-matrix discount
- Consortium discount applies to all FRNs within an application
- Related consortium issues
 - Consortium member LOAs must be in place **prior** to filing a Form 470
 - Consortium member Form 479s must be received prior to filing a Form 486



Community Eligibility Provision (CEP)

- Districts and schools participating in the CEP will determine their discount percentage by using the same approach as that for NSLP eligibility under CEP, i.e., the percentage of direct certified children times the CEP Multiplier – presently 1.6 – not to exceed 100% student eligibility
- The CEP discount percentage – direct cert x 1.6 – may be used for up to 4 years
- If applicant adjusts its calculation of CEP, the change must be applied to its E-rate discount



New York NSLP Reports

NYS ED .gov Child Nutrition Management System

Eligibles to Enrollment Report

Query by SFA, District, County or Team

School Food Authority:

LEA Code:

OR

County:

OR

Team:

OR

Team Contact:

Claim Period:

School Year:

SFA Agency Types

ALL

Public

Boces Charter School

Jail Other

RCCI School

Non-Public

BJE Affiliated School Other

RCCI School

Include % Greater Than: %

Include RA's:

http://portal.nysed.gov/pls/cn_port/mel3_pkg.elig_enroll_query



Child Nutrition Management System

Comparison of Free/Reduced Lunch Eligibles to Enrollment

280216020000 Elmont UFSD

Agency Types
Public School

Include % Greater Than 0

September 2019

School Food Authority	LEA Code	Enrollment	Free		Reduced		Total
			Eligibles	%	Eligibles	%	
Elmont UFSD	280216020000	3582	1687	47.1	349	9.7	56.8
Alden Terrace School	280216020001	422	194	46	48	11.4	57.3
Clara H Carlson School	280216020002	817	443	54.2	75	9.2	63.4
Covert Avenue School	280216020003	694	319	46	65	9.4	55.3
Dutch Broadway School	280216020004	715	316	44.2	73	10.2	54.4
Gotham Avenue School	280216020006	599	302	50.4	68	11.4	61.8
Stewart Manor School	280216020007	335	113	33.7	20	6	39.7
Nassau County Total		3582	1687	47.1	349	9.7	56.8
Total		3582	1687	47.1	349	9.7	56.8



New York State "Valid" File

- Available online and to USAC — <https://ny.e-ratecentral.com>



New York State Education Department
E-Rate Resource Center

Provided by E-Rate Central

Wednesday, October 9, 2019

Quick Links

- NYS E-Rate Weekly News
- NYSED School E-rate Entity Validation Requirements
- NCES, PSS and FSCS Codes for New York Schools and Libraries
- OGS State Forms 470
- Sample Income Survey / Income Eligibility Guidelines
- NYSED BOCES School List
- Tech Plan Primer
- PIA Entity and Discount Validation Resources
- NYSED "Valid" File for FY 2019 (NSLP data as of October 2018, v.2)

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E-Rate Central News for the Week

October 7, 2019

▶ **Funding Status – FY 2019**

▶ **E-Rate Updates and Reminders**

- Upcoming E-Rate Dates
- FCC Seeks Comments on Improving Form 470 Drop-down Menus
- FCC Decision Watch

▶ **USAC News Brief Dated October 4 – Form 470 Drop-down Options**





NYS Valid File

	A	B	C	D	E	F	G
1	NYS Valid File for FY 2019 – v.2						
2	District Entity Number	NYSED District Entity Name	USAC District Entity Name	District NSLP % (Calculated)	School Entity Number	NYSED School Entity Name	USAC School Entity Name
1148	123772	Elmont UFSD	ELMONT UNION FREE SCH DISTRICT	57.73%	12827	Alden Terrace School	ALDEN TERRACE ELEM SCHOOL
1149	123772	Elmont UFSD	ELMONT UNION FREE SCH DISTRICT	57.73%	11384	Clara H Carlson School	CLARA H CARLSON ELEM SCHOOL
1150	123772	Elmont UFSD	ELMONT UNION FREE SCH DISTRICT	57.73%	11387	Covert Avenue School	COVERT AVENUE ELEM SCHOOL
1151	123772	Elmont UFSD	ELMONT UNION FREE SCH DISTRICT	57.73%	11391	Dutch Broadway School	DUTCH BROADWAY ELEM SCHOOL
1152	123772	Elmont UFSD	ELMONT UNION FREE SCH DISTRICT	57.73%	11386	Gotham Avenue School	GOTHAM AVENUE ELEM SCHOOL
1153	123772	Elmont UFSD	ELMONT UNION FREE SCH DISTRICT	57.73%	12674	Stewart Manor School	STEWART MANOR ELEM SCHOOL
1154	123640	Elmsford UFSD	ELMSFORD UNION FREE SCH DIST	47.24%	10843	Alexander Hamilton High School	ALEXANDER HAMILTON HIGH SCHOOL
1155	123640	Elmsford UFSD	ELMSFORD UNION FREE SCH DIST	47.24%	10840	Alice E Grady Elementary School	ALICE E GRADY ELEM SCHOOL
1156	123640	Elmsford UFSD	ELMSFORD UNION FREE SCH DIST	47.24%	10841	Carl L Dixon Elementary School	CARL L DIXSON ELEM SCHOOL
1157	17016462	ELMWOOD VILLAGE CHARTER SCH	Elmwood Village Charter Schools	100.00%	16067204	Elmwood Village Charter - Days Park	ELMWOOD VILLAGE CHARTER SCHOOL
1158	17016462	ELMWOOD VILLAGE CHARTER SCH	Elmwood Village Charter Schools	100.00%	17012220	Elmwood Village Charter - Hertel	Elmwood Village Charter School - Hertel
1159	123924	Elwood UFSD	ELWOOD UNION FREE SCHOOL DIST	21.63%	13050	Elwood Middle School	ELWOOD MIDDLE SCHOOL
1160	123924	Elwood UFSD	ELWOOD UNION FREE SCHOOL DIST	21.63%	13051	Elwood/John Glenn High School	JOHN H GLENN HIGH SCHOOL
1161	123924	Elwood UFSD	ELWOOD UNION FREE SCHOOL DIST	21.63%	13052	Harley Avenue Elementary School	HARLEY AVENUE ELEM SCHOOL
1162	123924	Elwood UFSD	ELWOOD UNION FREE SCHOOL DIST	21.63%	13092	James H Boyd Elementary School	JAMES BOYD ELEMENTARY SCHOOL
1163	16062620	Ember Charter School	Ember Charter School for Mindful Education	89.63%	16062620	Ember Charter School	Ember Charter School for Mindful Education, Innovation a
1164	16062620	Ember Charter School	Ember Charter School for Mindful Education	89.63%	Annex	Ember Charter School	NA
1165	17015594	Emblaze Academy Charter School	EMBLAZE ACADEMY CHARTER SCHOOL	100.00%	17015594	Emblaze Academy Charter School	EMBLAZE ACADEMY CHARTER SCHOOL
1166	16024592	Enterprise Charter School	ENTERPRISE CHARTER SCHOOL	100.00%	16024592	Enterprise Charter School	ENTERPRISE CHARTER SCHOOL
1167	11852	Epiphany Lutheran Elementary Sch	EPIPHANY LUTHERAN SCHOOL	100.00%	11852	Epiphany Lutheran Elementary School	EPIPHANY LUTHERAN SCHOOL
1168	9898	Epiphany School (The)	EPIPHANY ELEMENTARY SCHOOL	100.00%	9898	Epiphany School (The)	EPIPHANY ELEMENTARY SCHOOL
1169	9898	Epiphany School (The)	EPIPHANY ELEMENTARY SCHOOL	100.00%	Annex	Epiphany School Annex	NA

<https://ny.e-ratecentral.com/files/pdfs/2019-NYS-Valid-File-v2.xlsx>



NYS Valid File, cont.

G	H	I	J	K	L	M	N	O
USAC School Entity Name	NCES Code	Annex Name (DO NOT ENTER DATA IN COLUMNS I-H)	Students Eligible for Free / Reduced Meals (NSLP Count)	Total Students Enrolled	CEP Base Year	Percentage of Directly Certified Students for CEP	Total Students in School eligible for NSLP (Calculated)	Percent Total NSLP (Calculated)
ALDEN TERRACE ELEM SCHOOL	361062000831		241	418			241	57.66%
CLARA H CARLSON ELEM SCHOOL	361062000832		532	861			532	61.79%
COVERT AVENUE ELEM SCHOOL	361062000833		435	730			435	59.59%
DUTCH BROADWAY ELEM SCHOOL	361062000834		420	750			420	56.00%
GOTHAM AVENUE ELEM SCHOOL	361062000835		371	569			371	65.20%
STEWART MANOR ELEM SCHOOL	361062000836		140	377			140	37.14%
ALEXANDER HAMILTON HIGH SCHOOL	361065000837		269	546			269	49.27%
ALICE E GRADY ELEM SCHOOL	361065000838		218	418			218	52.15%
CARL L DIXSON ELEM SCHOOL	361065000839		61	196			61	31.12%
ELMWOOD VILLAGE CHARTER SCHOOL	360016005851		450	450	2017-18	78.53	450	100.00%
Elmwood Village Charter School - Hertel			200	200	2017-18	78.53	200	100.00%
ELWOOD MIDDLE SCHOOL	361068000841		120	541			120	22.18%
JOHN H GLENN HIGH SCHOOL	361068000843		132	692			132	19.08%
HARLEY AVENUE ELEM SCHOOL	361068000842		84	383			84	21.93%
JAMES BOYD ELEMENTARY SCHOOL	361068000840		114	464			114	24.57%
Ember Charter School for Mindful Education, Innovation & Leadership	360104806255		339	378	2017-18	56.02	339	89.63%
NA			129	144	2017-18	56.02	129	89.63%
EMBLAZE ACADEMY CHARTER SCHOOL			90	90	2018-19	63.36	90	100.00%
ENTERPRISE CHARTER SCHOOL	360007305551		405	405	2017-18	78.53	405	100.00%
EPIPHANY LUTHERAN SCHOOL			125	125	2018-19	63.36	125	100.00%
EPIPHANY ELEMENTARY SCHOOL	00922422		169	169	2018-19	63.36	169	100.00%
NA			332	332	2018-19	63.36	332	100.00%



NYS "Valid" File, cont.

- NY Valid File for FY 2020 will use reported NSLP data for October 2019
 - October is USAC's "default" month for NSLP data
 - Applicants may use alternative — but supportable — data

- BEN/LEA/NCIS code matching is an ongoing process
 - FY 2019 file is version 2
 - Send corrections to: info@e-ratecentral.com



NYS Valid File, cont.

	A	B	C	D	E	F	G	H	I	J
1	NYS Master Worksheet for FY 2019 -- v.2									
2	Original Sponsor LEA Code	Original Sponsor Institution ID	Original Recipient LEA Code	Original Institution ID - Recipient(CNMS)	NYSED Sponsor LEA Code	NYSED Sponsor Institution ID	NYSED Recipient LEA Code	NYSED Recipient Institution Code	District Entity Number	NYSED District Entity Name
1148	280216020000	800000049455	280216020001	800000049456	280216020000	800000049455	280216020001	800000049456	123772	Elmont UFSD
1149	280216020000	800000049455	280216020002	800000049457	280216020000	800000049455	280216020002	800000049457	123772	Elmont UFSD
1150	280216020000	800000049455	280216020003	800000049474	280216020000	800000049455	280216020003	800000049474	123772	Elmont UFSD
1151	280216020000	800000049455	280216020004	800000049475	280216020000	800000049455	280216020004	800000049475	123772	Elmont UFSD
1152	280216020000	800000049455	280216020006	800000049476	280216020000	800000049455	280216020006	800000049476	123772	Elmont UFSD
1153	280216020000	800000049455	280216020007	800000049459	280216020000	800000049455	280216020007	800000049459	123772	Elmont UFSD
1154	660409020000	800000035494	660409020003	800000035477	660409020000	800000035494	660409020003	800000035477	123640	Elmsford UFSD
1155	660409020000	800000035494	660409020002	800000035496	660409020000	800000035494	660409020002	800000035496	123640	Elmsford UFSD
1156	660409020000	800000035494	660409020001	800000035495	660409020000	800000035494	660409020001	800000035495	123640	Elmsford UFSD
1157	140600010000	800000052968	140600860896	800000059315	140600860896	800000059315	140600860896	800000059315	17016462	ELMWOOD VILLAGE CHARTER SCH
1158	140600010000	800000052968	140600861105	800000087931	140600860896	800000059315	140600861105	800000087931	17016462	ELMWOOD VILLAGE CHARTER SCH
1159	580401020000	800000037399	580401020005	800000037407	580401020000	800000037399	580401020005	800000037407	123924	Elwood UFSD
1160	580401020000	800000037399	580401020003	800000037405	580401020000	800000037399	580401020003	800000037405	123924	Elwood UFSD
1161	580401020000	800000037399	580401020004	800000037406	580401020000	800000037399	580401020004	800000037406	123924	Elwood UFSD
1162	580401020000	800000037399	580401020001	800000037400	580401020000	800000037399	580401020001	800000037400	123924	Elwood UFSD
1163	331600860975	800000067236	331600860975	800000067236	331600860975	800000067236	331600860975	800000067236	16062620	Ember Charter School
1164	331600860975	800000067236	800000089902	800000089902	331600860975	800000067236	800000089902	800000089902	16062620	Ember Charter School
1165	300000010000	800000048663	321100861126	800000089569	321100861126	800000089569	321100861126	800000089569	17015594	Emblaze Academy Charter School
1166	140600010000	800000052968	140600860856	800000056594	140600860856	800000056594	140600860856	800000056594	16024592	Enterprise Charter School
1167	300000010000	800000048663	331700305781	800000044762	331700305781	800000044762	331700305781	800000044762	11852	Epiphany Lutheran Elementary Sch
1168	300000010000	800000048663	310200145268	800000048262	310200145268	800000048663	310200145268	800000048262	9898	Epiphany School (The)
1169	300000010000	800000048663	800000089877	800000089877	310200145268	800000048663	800000089877	800000089877	9898	Epiphany School (The)



Entity Validation

- Traditional Entities
 - Schools: ESA (BOCES), district, school, or NIF
 - Libraries: Library system, library branch, or NIF

- Potential Issues
 - Non-traditional educational entities
 - Annexes
 - Previously had their own entity numbers (pre-EPC)
 - School annexes must be listed in NYSED SEDREF database
 - PIA Validation

As defined
by states



▪ **Non-Traditional Educations Entities in New York**

For All States:

- Head Start services for children less than three years old are not eligible for discounts and must be cost allocated, unless otherwise noted.
- Home-based Head Start programs are not eligible.
- Per the federal Individuals with Disabilities Education Act (IDEA), special education students who are 3-21 years of age are eligible in all states.

New York

Head Start	Yes, if part of a public school district or a stand-alone facility recognized by New York 🇺🇸	
Pre-kindergarten	Facilities	Yes
	Students	Yes
Adult Education	Facilities	Conditional: General adult education facilities are eligible for support. Adult citizenship schools, adult recreation and leisure time schools are not eligible for support because they do not provide secondary or elementary education as defined by New York law.
	Students	Yes
Juvenile Justice	Facilities	Yes
	Students	Yes
Special Education Students Ages 3-21	Yes	
Special Education Students over 21	No	



Entity Validation

- Schools and annexes must be listed in SEDREF

The screenshot shows the SEDREF - Core Information on SED Institutions search interface. At the top left is the NYSED logo. The title is "SEDREF - Core Information on SED Institutions". Below the title is a navigation bar with links: Home, Menu, General Query Search, Start New Search, Internal Help, Public Help, and Login. The main content area contains instructions: "Use this screen to search for institutions in SEDREF" and "Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database." Below this is a section titled "Enter query criteria" with various input fields: Name (Popular or Legal): [text input], Institution ID: [text input], SED Code: [text input], Level2 Tracking Code: [text input], Address Type: [dropdown menu with "PHYSICAL" selected and a "List" link], Addr Line 1: [text input], City: [text input], School Dist Loc Code: [text input with "List" link], County Code: [text input with "List" link], State Code: [text input with "List" link], Inst Sub Type Code: [text input with "List" link], Inst Type Code: [text input with "List" link], and Inactive Ind: [checkbox]. At the bottom of the form are "Find" and "Clear" buttons. A second navigation bar is at the bottom of the page with the same links as the first.

[https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup)



Entity Validation, cont.

- Head Starts are listed in the national registry

The screenshot displays the HEAD START | ECLKC website interface. At the top left is the logo for HEAD START | ECLKC, Early Childhood Learning & Knowledge Center. Navigation links for 'About', 'Topics', and 'Policy & Regula' are visible. A search bar with the placeholder 'Search this Website' and a 'Search' button is present. Below the search bar are links for 'Home', 'Share', 'Print', and 'Feedback'. The main section is titled 'Head Start Center Locator'. It features a search form with a 'Location' field (placeholder: 'Enter your city, state, or zip code.'), a 'Search Radius' dropdown set to 'Unlimited', and a 'Center Type' dropdown set to 'All'. There are 'Search', 'Reset', and 'More Options' buttons. Below the form is a map of the United States with state names and major cities labeled. The map is powered by Google, with data from 2018.

<http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>

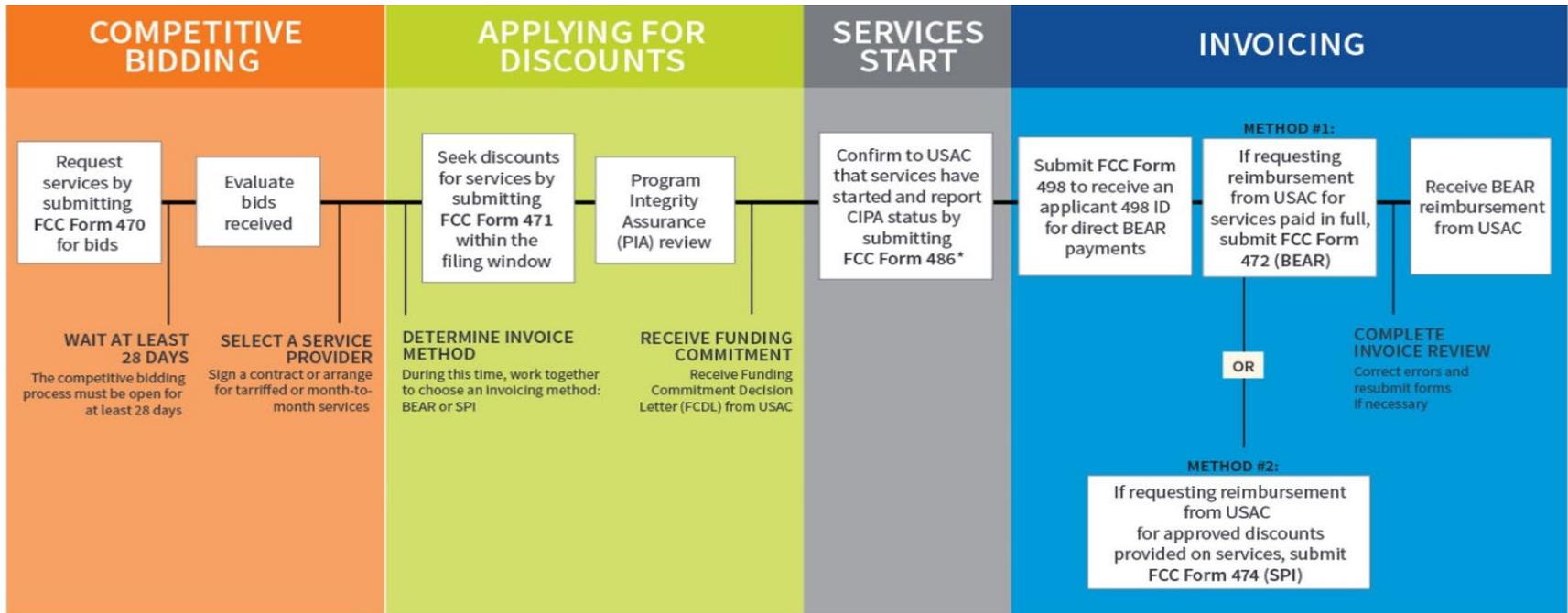


Entity Validation, cont.

- Libraries are listed in the IMLS database

The screenshot shows the IMLS website's 'Public Libraries Survey' page. At the top right, there are social media icons for Facebook, Twitter, YouTube, and LinkedIn. Below them is a navigation menu with links for 'About', 'Grants', 'Our Work', 'Data', 'News', 'Contact', and a search icon. The breadcrumb trail reads: 'Home » Data » Research & Evaluation » Surveys & Data » Public Libraries Survey'. The main heading is 'Public Libraries Survey'. Below the heading, a paragraph states: 'Conducted annually since 1988, the Public Libraries Survey (PLS) is your definitive source on the state of public libraries in the United States.' At the bottom, there are three green buttons: 'Find Your Library' (with a search icon), 'Explore PLS Data' (with an open book icon), and 'Report Your PLS Data' (with a bar chart icon). A sidebar on the left lists various survey categories, with 'Public Libraries Survey' highlighted in blue.

<https://www.imls.gov/research-evaluation/data-collection/public-libraries-survey>





All E-Rate Services Must Be Procured in a Fair and Open Competitive Bidding Process

- **“Fair”** means that all bidders must be treated equally
- **“Open”** means that information provided to one bidder must be shared with all bidders (or potential bidders)
- Must also comply with **all** state and local rules



Competitive Bidding Violations Are the #1 Cause of E-Rate Problems

- Funding denials
- Negative audit findings
- Commitment adjustments (“COMADs”)
- Repayment demands
- Fines and/or jail



Form 470 Reminders

- Form 470, describing services and bidding process must be posted in EPC for at least 28 days — **maybe more**
- RFP(s), addendum(s), and Q&As must be uploaded into EPC
 - RFPs required for certain services (e.g., dark or self-provisioned fiber, and mobile WiFi) and recommended for most
 - USAC uses the term “RFP” generically to refer to any descriptive material
 - Best practice: Always include an “RFP”
- Bid disqualification criteria must be pre-specified



Be Careful with "Cardinal" Changes

- Definition of a "Cardinal" change is fuzzy
- Principle: Any change to the scope of a requested service that would affect the bids and/or pool of potential bidders
- Could arise in an addendum or Q&A
- If there is — or could be — a cardinal change:
 - Refile Form 470 (and RFP) automatically restarting 28-day clock
 - If in doubt, upload addendum and restart 28-day bid clock



Form 470 Reminders, cont.

- Services requested on the Form 470 must match services listed on the Form 471 application
- Common mismatches
 - Category 1
 - Bundled Internet vs. "ISP Only"
 - Fiber vs. non-fiber transport
 - Category 2
 - MIBS vs. BMIC
 - Form 470 strategy
 - When in doubt, select multiple service types — but not "encyclopedic"
 - Include descriptive Narrative
 - Attached detailed RFP



Category 1 Form 470 Choices

CATEGORY 1 SERVICE OPTION NAME	SIMPLE DEFINITION
Leased Lit Fiber (with or without Internet Access)	Fiber only point-to-point circuit connecting two Applicant facilities without Internet service or point-to-point circuit connecting Applicant facility with Internet service
Leased Lit Fiber and Leased Dark Fiber	Fiber only. Fully managed service connecting two Applicant facilities with no Internet service or dark fiber connecting two Applicant facilities
Internet Access and Transport Bundled (Non-Fiber)	Non-fiber only. Fully managed service connecting Applicant facility with the Internet
Internet Access. ISP Service Only (No Transport Circuit included)	Commodity Internet bandwidth only — no point-to-point transport service
Self-Provisioning and Services Provided Over Third Party Networks	Comparing Applicant construction and operation of its own fiber or wireless service with a fully managed service over any transport medium
Transport Only – No ISP Service Included (Non-Fiber)	Non-fiber only. Point-to-point service connecting Applicant facilities
Network Equipment	Equipment required to provision an external connection
Maintenance and Operations	Break-fix service for leased dark or self-provisioned fiber
Cellular Data Plan/Air Card Service	Mobile data service (must be only available service)
Other	General category for all other services

Source: ESH



- Bid evaluation matrices are critical to the selection process

No	Factors	Total Points Available	Vendor 1 143xxxxxxx ABC Inc.	Vendor 2 143xxxxxxx DEF Inc.	Vendor 3 143xxxxxxx GHI Inc.	Vendor 4 143xxxxxxx JKL Inc.
1	<i>Cost of the Eligible Goods and Services</i>	40 *	38	25	38	0
2	<i>Experience</i>	20	18	17	20	0
3	<i>Availability</i>	10	10	8	7	0
4	<i>Minority Business Status</i>	10	6	9	9	0
5	<i>In State Preference</i>	10	3	7	10	
6	<i>Cost of the Ineligible products</i>	5	4	1	5	
7	<i>Project Management Expertises</i>	5	2	1	5	
Total Points		100	81	68	94	0

* This number must be higher than all of the other numbers in this column.

Winning Bidder:

Vendor 3 (GHI, Inc.) is the winning bidder because it has the highest total points.

<http://e-ratecentral.com/applicationTips/bidAssessment/CompetitiveBidResponseDocumentation.asp>



Bid Documentation is Critical

- Retention Requirement: 10 years from last day of service
 - Implies 11+ years for procurement documents
 - Includes all correspondence
 - Includes winning and losing bids
 - Includes bid evaluation material
 - Includes signed “legally binding” contract with all T&Cs
- Record retention applies to **all** E-rate documentation

“If it’s not documented, it didn’t happen!”



Form 471 Reminders

- Form 471 references other preloaded EPC information
 - All entities
 - All student information (including NSLP)
 - All contracts
- Detailed information required on each funding request ("FRN")
 - Eligible and ineligible pricing data, by line item
 - Recipients of service
 - Extensive data can be pre-formatted and uploaded
- Avoid filing just before the deadline
 - Some post-deadline flexibility with Receipt Acknowledgment Letter ("RAL") corrections
 - Late filings require FCC waivers

**Administrative Window
is currently open**



Application Review, Funding, and Confirmation

- Program Integrity Assurance (“PIA”) review
- Funding Commitment Decision Letter (“FCDL”)
- Form 486
 - Confirmation of start of service
 - Certification of CIPA compliance
 - Filtering
 - Internet Safety Policy
 - Evidence of public hearing



*Two Invoicing Methods**

1. Service Provider

FCC Form 474

Service Provider Invoice (**SPI**)
Form

Filed online or
electronically

2. Applicant

FCC Form 472

Billed Reimbursement (**BEAR**) Form
Filed online

** Technically the applicant's choice*



Direct BEAR Payments

- As of July 1, 2016, BEAR reimbursements are paid directly (and electronically) to applicants
- Involves EPC and non-EPC systems
 - BEAR itself is in legacy system with separate PIN access
 - Requires applicant Form 498 via EPC and separate confirmation of bank account information
- Potential issues
 - Service providers must have current SPAC (Form 473) on file
 - Payments now made through the U.S. Treasury (net of applicant U.S. debt)
 - Invoices which are not automatically approved are often subject to extensive review



Direct BEAR Payments, cont.

- Confirming a service provider SPAC using the SPIN Search Tool

SPIN	Service Provider Name	Doing Business As	Contact Name	Contact Address	Contact Phone	Form 499 Filer	SPAC Filed
143001192	AT&T Corp.		Karen Richardson	311 West Washington Blvd Floor 16, Chicago, IL 60606	866829-8184	Y	1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018



http://www.sl.universalservice.org/Forms/SPIN_Contact_Search.asp



- New “requirement” to update Form 498
 - Add “Business Type” required as per the Digital Accountability and Transparency ACT of 2014 (“DATA Act”)
 - Review DUNS number
 - “Business Type” advice (USAC will not provide)

Regional ESA, library system, or consortia:	“Regional Organization”
Public school districts:	“Independent School District”
Independent or charter school:	“Nonprofit with 501C3 IRS Status” or “Other”
Individual library or branch:	“Other”

- Currently no real deadline to update



Invoicing Deadlines

- 120 days from the later of:
 - Service Delivery Deadline (last date to receive service)
 - Recurring services October 28
 - Non-recurring services January 28
 - Form 486 Notification Letter
 - Other post-commitment approvals — maybe
- Invoice Deadline Extension Requests (“IDERS”)
 - Additional 120 days if filed by original invoice deadline
 - First extension via EPC is “automatic”
 - Second is extension via FCC waiver is virtually impossible
 - Extensions following post-commitment changes are problematic
- Strictly enforced (since 2015)



Invoicing Deadlines, cont.

- Two tools for tracking invoice deadlines
 - FRN Status Tool (FY 2016 and forward)
 - Includes original or extended invoice deadlines
 - Usually correct
 - FRN Extension Table
 - “Official” record of extended invoice deadlines

Schools and Libraries Universal Service Program FRN EXTENSION STATUS		
Funding Request Number	Last Allowable Date for Delivery and Installation	Last Allowable Date for an Invoice to be Submitted
1799000003	06/30/2018	10/29/2018
1799000007	06/30/2018	10/29/2018
1799000008	06/30/2018	10/29/2018
1799000009	06/30/2018	10/29/2018
1799000010	06/30/2018	10/29/2018
1799000011	06/30/2018	10/29/2018
1799000012	06/30/2018	10/29/2018
1799000013	06/30/2018	10/29/2018
1799000015	06/30/2018	02/26/2019
1799000016	06/30/2018	10/29/2018
1799000017	06/30/2018	02/26/2019
1799000018	06/30/2018	02/26/2019
1799000020	06/30/2018	10/29/2018



Caution

If service provider doesn't discount, BEARs must be filed

FY	Req. FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed	Total Disbursed	Remaining Balance
2018	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	2	1	0	\$1,980.00	\$990.00	\$0.00	\$990.00	\$0.00	\$990.00
2016	4	3	3	\$3,306.48	\$3,306.48	\$0.00	\$3,306.48	\$0.00	\$3,306.48
2015	6	3	3	\$9,366.20	\$3,267.00	\$0.00	\$3,267.00	\$0.00	\$3,267.00
2014	3	3	3	\$6,624.00	\$6,624.00	\$0.00	\$6,624.00	\$0.00	\$6,624.00



E-Rate Productivity Center ("EPC")

- Primary portal for applicants, consultants, and service providers
- Applicant Usage:
 - Basic entity contact, discount, and connectivity data
 - Forms 470, 471, 486, 500
 - Appeals, SPIN changes, service substitutions
- Special BOCES (RIC) considerations
 - BOCES need district and consortium accounts
 - Non-filing BOCES consortium members need accounts



Brief EPC Tour

- Entry point:

The image shows two overlapping screenshots of the Universal Service Administrative Co. (USAC) login page. The left screenshot displays a terms and conditions agreement with a blue 'I AGREE' button. The right screenshot shows the login form with a username field, a password field labeled 'Password', a checked 'Remember me on this computer' checkbox, a 'Forgot your password?' link, and a blue 'SIGN IN' button.

Universal Service Administrative Co.

You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.

To accept these terms, click "I Agree."

I AGREE

Universal Service Administrative Co.

Password

Remember me on this computer

[Forgot your password?](#)

SIGN IN

- Dual-factor authentication coming soon



Brief EPC Tour, cont.

- Landing Page

News Tasks (4) Records **Reports** Actions Appian

My Applicant Landing Page

Training
Universal Service Administrative Co.

Welcome, School District 6!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Pending Inquiries

Type:

Application/Request:

Funding Year:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
191000006	My FY2019 C1 Form 471	For use when validating a school	E-Rate Information Request	11/7/2019 2:44 PM EST	11/22/2019	0	Response Needed
191000006	My FY2019 C1 Form 471	For use when validating a school	E-Rate Information Request	11/7/2019 2:53 PM EST	11/22/2019	0	Response Needed

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				



Brief EPC Tour, cont.

- Navigation Bar — News

The screenshot displays the E-Rate Central interface. At the top, a blue navigation bar contains the following tabs: News, Tasks, Records, Reports, and Actions. A red arrow points to the 'News' tab. Below the navigation bar, the page is divided into a left sidebar and a main content area. The sidebar includes the Universal Service Administrative Co. logo, a search bar labeled 'Search news', and a list of filters: All >, Updates, Participating, Kudos 🍷, and Starred ★. The main content area features a text input field with the placeholder 'Click here to post...'. Below this, there are two news items. The first item, 'USAC's Internal System', includes a green icon of two hands shaking, a title, a description, two blue tags with IDs, and a timestamp of '4 hours ago' with options to star, lock, and comment. The second item, 'SL NewsBriefs', includes a blue icon of an open book, a title, a description, and a link to a PDF document titled 'NewsBrief Friday October 26 2018' (96 KB), with a timestamp of 'Friday, 4:48 PM' and options to star, lock, and comment.



Brief EPC Tour, cont.

- Navigation Bar — Tasks

The screenshot shows the EPC user interface. At the top, there is a blue navigation bar with tabs for 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. A red arrow points to the 'Tasks' tab. To the right of the navigation bar is a user profile icon labeled 'Apian'. Below the navigation bar is the 'My Landing Page' section. It features the 'Universal Service Administrative Co.' logo and a list of links: 'Funding Request Report', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', 'Appeal', 'FCC Form 500', 'SPIN Change', 'Service Substitution', 'Hurricane Impact Designation', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'. Below the links, there is a welcome message: 'Welcome, Consortium-200085!'. The 'Notifications' section includes two dropdown menus: 'Notification Type' (with the placeholder 'Please select a value') and 'Funding Year' (with the placeholder '-- Select a Funding Year --'). To the right of these dropdowns is a 'Status' filter with a radio button selected for 'All' and two other options: 'Generated' and 'Not Generated'. Below the filters is a table with columns: 'Notification', 'Description', 'Issued Date', 'Generated By', and 'Generated On'. The table is currently empty, displaying 'No Items available'. The 'My Entities' section contains a table with columns: 'Entity', 'Entity Number', 'City', 'State', and 'Zip Code'. The table has one row: 'Consortium-200085', '11547', 'The City', 'MD', '20850'. The 'Customer Service Cases' section is partially visible, showing a table with columns: 'Case ID', 'Topic', 'Nickname', 'Status', and 'Date Created'.



Brief EPC Tour, cont.

- Navigation Bar — Records

The screenshot displays the EPC interface. At the top, a blue navigation bar contains the following tabs: News, Tasks, Records (highlighted with a red arrow), Reports, and Actions. A user profile picture is visible in the top right corner of the navigation bar. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with the Universal Service Administrative Co. logo and the text "All ▶". On the right, there is a list of record categories, each with a document icon and a title: Appeals (List of Appeals), Applicant Entities (List of Applicant Entities), COMAD Outreach (List of available organizations for COMAD outreach), Consulting Firms (List of Consulting Firms), Customer Service Cases (List of Customer Service Cases), FCC Forms 470 (List of FCC Forms 470), FCC Forms 471 (List of FCC Forms 471), FCC Forms 486 (List of FCC Forms 486), and FCC Forms 500 (List of FCC Forms 500). The bottom of the list is partially cut off, showing "EBN Cases".



Brief EPC Tour, cont.

- Navigation Bar — Reports

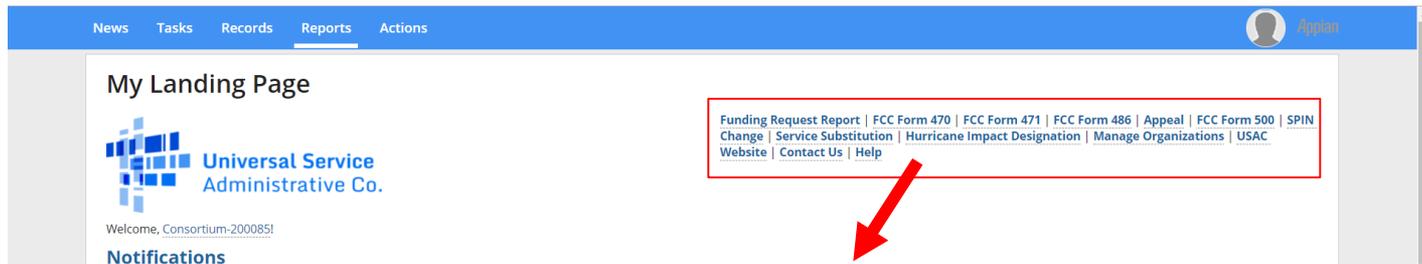
The screenshot shows the EPC interface. At the top, a blue navigation bar contains the following tabs: News, Tasks, Records, Reports, and Actions. A red arrow points to the 'Reports' tab. On the right side of the navigation bar, there is a circular profile picture of a man. Below the navigation bar, the main content area is divided into two columns. The left column contains the Universal Service Administrative Co. logo, the text 'All >', 'Starred ☆', and a list of 'APPLICATIONS' including 'EPC Customer Service (2)', 'EPC Disaster Reports (1)', 'EPC Funding Requests (1)', 'EPC IDD Extension (1)', and 'EPC Open Competitive Bidding (1)'. The right column displays a list of actions, each with a yellow lightning bolt icon and a star icon:

- Contact Us** ☆
Create a customer service case
- Create a Whistleblower Case** ☆
Use this function to report an instance of program rule violations, or waste, fraud and abuse.
- Export 'Entities Within Counties Eligible for FEMA Individual Disaster Assistance' Report, Wireline Competition Bureau Hurricane Relief Order, DA 17-984 (WCB Hurricane Relief Order)** ☆
This report displays entities located in counties designated as eligible for Individual Assistance by FEMA. Entities located within these areas may be eligible for limited relief from certain E-rate requirements under the WCB Hurricane Relief Order.
- Invoice Deadline Date Extension Request** ☆
This function allows you to request the manual extension for Invoice Deadline Date
- Search and Export Certified FCC Form 471 Funding Request(s)** ☆
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.
- Search and Export Certified FCC Forms 470** ☆
This function allows you to search for certified FCC Forms 470 and export the results.



Brief EPC Tour, cont.

- Access to all forms (except BEAR) and other actions



Consortium-200085	11547	The City	MD	20850
Customer Service Cases				
Case ID	Topic	Nickname	Status	Date Created



Brief EPC Tour, cont.

- Entity updates — for use in “Administrative Window”

News **Related Actions**

-  **Manage Organization**
This function allows you to update information about an entity or BEN. 
-  **Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
-  **Manage Annexes**
This function allows you to designate an annex for an individual school or library. 
-  **Manage Organization Relationships**
Process to relate an Organization to another Organization
-  **Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
-  **Create FCC Form 471**
This function allows you to create an FCC Form 471 for your entity.
-  **Create FCC Form 498**
This function allows you to create an FCC Form 498 for your entity.
-  **Create FCC Form 486**
This function allows you to create an FCC Form 486 for your entity.
-  **Manage Contracts**
Create, edit, and remove contracts for your organization
-  **Manage Connectivity Questions**
Form for Entities to answer required Connectivity Questions.
-  **Upload Entity Profile Data**
This function allows you to bulk upload your child schools details. 



Brief EPC Tour, cont.

- Entity updates — Student data (each school)

Number of Full Time Students *

117

Total Number of Part-Time Students *

0

Community Eligibility Program (CEP)? *

Yes

No

Does this organization have an endowment? *

Yes

No

Peak Number of Part-Time Students *

0

Total Number of Students Eligible for National School Lunch Program (NSLP)

[?](#) *

98

Alternative Discount Method *

None

Please select a value

None

Survey

Sibling Match

Combination (not CEP)



Brief EPC Tour, cont.

- **Contract updates**

News

Related Actions

-  **Manage Organization**
This function allows you to update information about an entity or BEN.
-  **Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
-  **Manage Annexes**
This function allows you to designate an annex for an individual school or library.
-  **Manage Organization Relationships**
Process to relate an Organization to another Organization
-  **Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
-  **Create FCC Form 471**
This function allows you to create an FCC Form 471 for your entity.
-  **Create FCC Form 498**
This function allows you to create an FCC Form 498 for your entity.
-  **Create FCC Form 486**
This function allows you to create an FCC Form 486 for your entity.
-  **Manage Contracts**
Create, edit, and remove contracts for your organization
-  **Manage Connectivity Questions**
Form for Entities to answer required Connectivity Questions.
-  **Upload Entity Profile Data**
This function allows you to bulk upload your child schools details.





Brief EPC Tour, cont.

- Existing contract information

Records / Applicant Entities
[REDACTED]

MANAGE CONTRACTS

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget **Contracts** FCC Forms FRN Appeals

News Related Actions

Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
224580	[REDACTED]	[REDACTED]	3/15/2018	View
134553	[REDACTED]	[REDACTED]	3/27/2017	View



- Additional contract information

Create Contract

[REDACTED] (BEN: [REDACTED]) -- Contract ID #

[Contract Information](#)
[Establishing FCC Form 470](#)
[Service Provider](#)
[Contract Dates](#)
[Pricing Confidentiality](#)
[Confirmation](#)

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract *

Contract Number

CANCEL

SAVE & CLOSE

SAVE & CONTINUE



Brief EPC Tour, cont.

- **Form 486**
 - Be careful with CIPA certifications

- **Form 500**
 - Types of changes covered:
 - Service start date
 - Contract expiration date
 - Service delivery deadline extensions
 - Cancel FRN
 - Reduce FRN
 - Equipment moves

- **Form 472 (“BEAR”) is not in EPC**
 - Requires special PIN
 - Requires approved Form 498 in EPC



Brief EPC Tour, cont.

- Appeal

Appeal Details

Nickname *

Funding Year *

-- Select a Funding Year --

What type of decision would you like to appeal? ⓘ *

-- Select a Value --

Appeal Type *

-- Select a Value --

Appeal Category *

-- Select a Value --



-- Select a Value --

- FCC Form 486 Notification Letter
- Administrator's Decision on Invoice Deadline Extension Request Letter
- FCC Form 472 (BEAR) Notification Letter
- Funding Commitment Decision Letter
- Notification of Commitment Adjustment Letter
- Notification of Improperly Disbursed Funds Recovery Letter
- Quarterly E-Rate Payment Authorization Report
- Remittance Statement
- Revised Funding Commitment Decision Letter
- Adminstrator's Decision on Invoicing Mode Change Request



Brief EPC Tour, cont.

- SPIN Change

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s) *

--Please select a reason--

Original Service Provider Information

Original Service Provider Information Number (SPIN)

[Redacted]

Original Service Provider Name

[Redacted]

New Service Provider Information

New Service Provider Information Number

[Redacted]

--Please select a reason--

- The wrong service provider was entered on the original FRN due to an error
- The service provider was acquired by another provider
- The service provider has consolidated multiple SPINs into a single SPIN
- My service provider indicated that I need to change to SPIN to an affiliated SPIN
- My current service provider can no longer provide the services requested
- The quality of cellular service is unacceptable
- The service provider has gone out of business
- The service provider is not able to deliver the terms of the contract
- The service provider increased the cost of the services
- Other



Brief EPC Tour, cont.

- Service Substitution

FRN Number	FRN Line Item Number ↑	Type of Product	Monthly Quantity	One-Time Quantity	Status ↑	Remove ↑
17	17		1	0	!	

ADD NEW FRN LINE ITEM

Optional Narrative

|

Optional Supporting Documentation

This section is optional. You may upload as many documents as necessary.

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
Upload Document			



Brief EPC Tour, cont.

- Customer Service Case

Description*

Topic*

Please select a value ▼

Priority*

Please select a value ▼

Inquiry Type

Web

Form Type

Please select a value ▼

Form Number

Document

UPLOAD Drop file here

Attachments

	Attachment	Attachment Type
<input type="checkbox"/>		

- Or call CSB at: 888-203-8100



EPC Warnings

- Form posting and certification required together
 - Certifications are not always straight-forward
 - Passwords need to be reset every 60 days

- EPC remains under development
 - Use is not always intuitive
 - Has created backlog in forms processing
 - Document all errors and problems
 - Customer service filings and CSB case numbers
 - Screen shots



EPC Training Material

TRAININGS & OUTREACH

All Training Events	Online Learning Library	Webinars
Weekly News Brief	EPC Training Site	Handouts & Reference
Tribal Training	BEAR Training Site	2018 Trainings

Online Learning Library

These learning tools are designed to help you understand and manage the form filing process, FCC requirements, and other elements of the Schools and Libraries Program. Tools include videos and recorded webinars.

E-rate Productivity Center (EPC)

	EPC Video Series ★ 5 videos October 2018	Funding Commitment Decision Letters 6:29 minutes April 2018
---	---	--

[EPC Video Series](#)

Program Rules and Requirements

	Gift Rules ★ 1:50 minutes July 2017	
---	--	--

[Gift Rules](#)

FCC Form 470

	FCC Form 470 Video Series ★ 6 videos June 2018	
---	---	--

[FCC Form 470 Video Series](#)

FCC Form 471

	FCC Form 471 Video Series ★ 6 videos January 2018	
---	--	--

[FCC Form 471 Video Series](#)

and more



USAC Tools



Subscribe Payments

Sign In

About

E-rate

Rural Health Care

Lifeline

High Cost

Service Providers

E-rate

Ensuring that schools and libraries across the U.S. are connected to information and resources through the internet



Manage Your Account

Edit your profile and submit forms in the E-rate Productivity Center (EPC).

[Sign In](#)

Or file your invoices here:

Resources

[Eligible Services List](#)

[Tools](#)

[Weekly SL News Brief](#)

[Training](#)

[Announcements](#)

Upcoming Dates





FRN Status Tool (FY2016 and forward)

FRN STATUS TOOL

This tool provides funding request data for Funding Year 2016 and forward. To obtain funding request data for Funding Years 1998 to 2015, click here to access the Funding Request Data Retrieval Tool (DRT). You must enter at least one required search criteria below. You may enter additional search criteria to narrow your search. To add additional data points for the report, scroll down and click "Select Data Points".

You can find additional assistance on the FRN Status Tool Instruction Page.

Step 1 : Please enter the search criteria

I. Required Criteria

Funding Year 2018

Please enter one or more of the following:

State SELECT

BEN

CRN

SPIN (Go to SPIN Search):

Please select at least one FRN service type and one applicant type based on the billed entity. (The default is that all are selected):

- Voice
Data Transmission and/or Internet Access
Basic Maintenance of Internal Connections
Internal Connections
Managed Internal Broadband Services

- School
School District
Library
Library System
Consortium

II. Optional Criteria

471 Application Number

FRN

Wave Number Example: 001, 002

PC Wave Number Example: 003, 004



Tools, cont.

Category Two Budget Tool

Schools and Libraries (E-rate)

Category 2 Budget Lookup Tool

Note that C2 budgets are pre-discount. Only approved pre-discount amounts are charged against an entity's C2 budget. Individual schools and libraries have C2 budgets.

School districts, library systems, consortia, and non-instructional facilities (NIFs) do not. [\(more...\)](#)

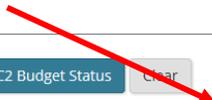
Entity Number

Enter up to 100 entity numbers separa

11421,11422,11423

Lookup C2 Budget Status

Clear



Category 2 Budget Status

Understanding the search results [\(more...\)](#)

Funding Year

Entity #	Entity Name	C2 Budget	Approved Pre-Discount	Remaining Balance
- 11421	[Redacted]			
+ FY2018		\$114,361.79	\$61,731.60	\$52,630.19
- 11422	[Redacted]			
+ FY2018		\$257,001.56	\$81,248.00	\$175,753.56
- 11423	[Redacted]			
+ FY2018		\$137,640.35	\$101,640.30	\$36,000.05



USAC Website Resources

The screenshot shows the USAC website header and a navigation menu. The 'E-rate' menu item is highlighted with a blue underline and a green arrow labeled 'Hover' points to it. A dropdown menu is visible under 'E-rate', listing various resources. A red arrow points to the 'Applicant Process' link in the dropdown, which has opened a sub-menu. Another red arrow points to the 'Step 2: Selecting Service Providers' link in the sub-menu, which has opened a further sub-menu. At the bottom left, there is a 'Sign In' button and a link to file invoices.

Universal Service Administrative Co.

Subscribe Payments Sign In

About **E-rate** Rural Health Care Lifeline High Cost Service Providers

Get Started

Applicant Process

Before You Begin

Competitive Bidding

Selecting Service Providers

Applying for Discounts

Application Review

Starting Services

Invoicing

Before You're Done

Service Provider Process

Before You Begin

Obtain a SPIN (498 ID)

Applicant Process

Before You Begin

Step 1: Competitive Bidding

Step 2: Selecting Service Providers

Step 3: Applying for Discounts

Step 4: Application Review

Step 5: Starting Services

Step 6: Invoicing

Before You're Done

Resources

Weekly SL News Brief

Announcements

Upcoming Dates

E-rate Productivity Center (EPC)

Forms

Step 2: Selecting Service Providers

Step 2: Selecting Service Providers

How to Construct an Evaluation

Contracts

State Master Contracts

State Replacement Contracts

Learn

Videos

Webinars

FAQs

Trainings

Online Training

Regional Trainings

Tribal Training

EPC Training

BEAR Training

Contact Us

Sign In

Training

Announcements

Or file your invoices here:



Funding History



- E-Rate Services
- Resources
- E-Rate Central Forum
- About Us
- Contact Us

We provide a comprehensive range of E-rate consulting services for applicants. Find out how our E-rate consultants can help you.

[Learn More](#)



News of the Week

October 29, 2018

- Funding Status
- Updates on USAC's E-Rate Productivity Center and Legacy System IDERs and Inter-System Synchronization
- E-Rate Updates and Reminders
Upcoming E-Rate Dates
New "Homework Gap" Data
- USAC News Brief Dated October 26 – USAC's 4Q18 Webinars

[More Newsletters](#)

Try our state funding or BEN Search Tools to find out information about your state or BEN

State Funding

Funding History Search

Enter BEN or SPIN

<https://e-ratecentral.com>



Funding History, cont.

FY: [1998](#) | [1999](#) | [2000](#) | [2001](#) | [2002](#) | [2003](#) | [2004](#) | [2005](#) | [2006](#) | [2007](#) | [2008](#) | [2009](#) | [2010](#) | [2011](#) | [2012](#) | [2013](#) | [2014](#) | [2015](#) | [2016](#) | [2017](#) | [2018](#) | [All](#)

[\[Print Version \]](#)

E-Rate Organizer Utilization Summary Chart

Applicant: [Redacted]

Billed Entity: [Redacted]

FY	Req. FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed	Total Disbursed	Remaining Balance	Util. %
2018	9	9	9	\$297,306.39	\$253,115.51	\$48,273.44	\$301,388.95	\$0.00	\$301,388.95	0%
2017	6	6	6	\$192,246.48	\$177,666.48	\$14,580.00	\$192,246.48	\$176,326.76	\$15,919.72	92%
2016	10	10	10	\$252,058.32	\$252,058.32	\$0.00	\$252,058.32	\$213,384.27	\$38,674.05	85%
2015	13	12	12	\$384,854.18	\$316,317.18	\$52,262.25	\$368,579.43	\$269,957.34	\$98,622.09	73%
2014										
2013										
2012										
2011										
2010										
2009										
2008										
2007										
2006										
2005										
2004										
2003										
2002										
2001										
2000	0	0	0	\$0.00	\$0.00	\$0.00				
1999	0	0	0	\$0.00	\$0.00	\$0.00				
1998*	0	0	0	\$0.00	\$0.00	\$0.00				

E-Rate Organizer Funding Search Analysis for Funding Year 2017

[= Utilization Summary Chart](#)

Applicant: [Redacted]
 Billed Entity: [Redacted] Type: School District
 Address: [Redacted]

471	FRN	SPIN	Service Provider	Service	Original Request	Current Commitment	Disbursed	Util. %	Discount
171034637	1799077047	14300072	Cablevision Lightpath	IA	\$34,654.68	\$34,654.68	\$33,317.97	96%	60%
171034637	1799077083	14300072	Cablevision Lightpath	IA	\$3,988.80	\$3,988.80	\$3,985.79	100%	60%
171034637	1799077101	143007246	Cablevision Systems Corporation (Education Dept)	IA					
171034637	1799077136	143001359	Verizon New York Inc.	IA	\$10				
171034637	1799077140	143005274	Lighttower Fiber Networks II, LLC	IA	\$127				
171039059	1799087796	143005588	CDW Government LLC	IC	\$14				
					\$192				

FRN: 1799077047 FY: 2017

Basic Information
 Applicant: [Redacted] Type: School District
 Billed Entity: [Redacted]

470 Information
 470#: 170062039

471 Information
 471#: 171034637
 SPIN: [14300072](#) Cablevision Lightpath
 Service Type: Data Transmission and/or Internet Access
 Status: Funded Wave: 24 FCDL Date: 11/10/2017
 Status Memo: MR1: The applicant did not submit any RAL corrections.
 Service Start Date (471): 7/1/2017 Service Start Date (486): 7/1/2017
 Current Commitment: \$34,654.68 Payment Mode: BEAR
 Disbursed Amount: \$33,317.97 Undisbursed: \$1,336.71
 Last Date of Service: Last Date to Invoice: 10/29/2018

	Original Request	Original Commitment
Total Monthly Cost:	\$4,813.15	\$4,813.15
Total Ineligible Monthly Cost:	\$0.00	\$0.00
Months of Service:	12	12
Annual Recurring Charges:	\$57,757.80	\$57,757.80
Estimated One Time Cost:	\$0.00	\$0.00
Total One Time Ineligible Cost:	\$0.00	\$0.00
Total One Time Cost:	\$0.00	\$0.00
Estimated Monthly Cost:	\$4,813.15	\$4,813.15
Estimated Annual Cost:	\$57,757.80	\$57,757.80
Discount Percent:	60 %	60 %
Requested Amount:	\$34,654.68	\$34,654.68



Completing FY 2018

- **Past Deadlines**
 - June 30, 2019
 - Recurring service deadline
 - Fiber network operating deadline (unless extended)
 - September 30, 2019
 - Non-recurring service deadline (unless extended)
 - October 28, 2019
 - Recurring service invoice deadline (unless extended)

- **Future Deadlines**
 - January 28, 2020
 - Non-recurring service deadline (unless extended)
 - February 25, 2020
 - Extended recurring service invoice deadline



FY 2019

- **Form 486 Deadlines**
 - Ongoing — 120-days from FCDL date or start of service

- **Future Service Delivery Deadlines**
 - **June 30, 2020**
 - Recurring service deadline
 - Fiber network operating deadline (unless extended)
 - **September 30, 2020**
 - Non-recurring service deadline (unless extended)



FY 2020 Application Cycle

- Form 470 (and RFP) Competitive Bidding Window
 - July 1, 2019 – February 20, 2020 (est.)

- EPC Administrative Window
 - October 11, 2019 – January 7, 2020 (est.)

- Form 471 Application Window
 - January 10, 2020 (est.) – March 20, 2020 (est.)



Cautions

- “Fair and Open” Competitive Bidding
 - Critical Form 470 issues
 - Minimum posting for 28 days — longer following cardinal changes
 - Categories of service are important
 - RFP documents advisable — sometimes required

- Deadlines
 - Forms
 - Services delivery deadlines
 - Appeals/Waivers

- PIA Responses
 - 15-day response deadline, extendable upon request
 - Avoid: “DR1:Applicant has not provided sufficient documentation needed to determine the eligibility of the following item(s):”



- What's New — or Unknown — for FY 2020
 - Category 2 budgets
 - Eligible Services List for FY 2020
 - Conditional: BMIC, MIBS, Caching
 - New services?
 - Form 470 pull-down menus option issues
 - New fiber network issues
 - Special construction amortization?
 - "Overbuilding" restrictions?
 - New USAC/FCC guidance
 - Form 498 updates
 - EPC dual-factor authentication
 - Transitional network funding?
 - Product demonstrations?



- What's New — or Unknown — for FY 2020, cont.
 - Impact of international tariffs on equipment pricing
 - Lowest Corresponding Price ("LCP") vendor issues
 - Pending "National Security Threats" rules
 - Affecting Huawei and ZTE Corporation equipment



Additional Information



- USAC E-rate
<https://www.usac.org/e-rate/>



- E-Rate Central
<https://e-ratecentral.com>



- EducationSuperHighway
<https://www.educationsuperhighway.org>



NY-Specific Information

- New York E-Rate Resources <http://ny.e-ratecentral.com/>

New York State Education Department
E-Rate Resource Center
Provided by E-Rate Central

Wednesday, November 29, 2017

Home News Archive Analysis Center Technology Planning Filing Resources Training Workshops Contact Information

- New York NSLP Data (CNMS)
http://portal.nysed.gov/pls/cn_port/mel3_pkg.elig_enroll_query
- New York Entity Data (SEDREF)
[https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup)