

E-Rate Funding Year 2024 for Kansas Schools

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BTU Consultants, LLC
(Includes content from USAC Training 2023)

November 2023

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E-Rate 2024 Agenda

8:30am – 10:15am
E-Rate News, Refresh & Updates
Websites and Resources
Your E-Rate History and Open Data
Preparing for E-Rate
Changes for 2023 Application
CIPA, Cat2 Budgets, Categories, Eligible Items & Locations
Applying for E-Rate & Competitive Process
Forms 470, 471 – FRN Line-Item Details
BREAK
10:30am – 12:30pm
E-Rate Approval and Acceptance Process
PIA Review, Forms 486 & Form 500
Form 498, BEARs and Discounts
USAC Open Data downloads
Record Keeping and Change Control
Appeals & Audits

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E-Rate News 2024

[Possible E-Rate Simplification](#)

Federal Communications Commission FCC 23-56

Before the
Federal Communications Commission
Washington, D.C. 20554

In the Matter of)	
Schools and Libraries Universal Service Support Mechanism)	CC Docket No. 02-6
)	
Federal-State Joint Board on Universal Service)	CC Docket No. 96-45
)	
Changes to the Board of Directors of the National Exchange Carrier Association, Inc.)	CC Docket No. 97-21
)	

REPORT AND ORDER AND FURTHER NOTICE OF PROPOSED RULEMAKING

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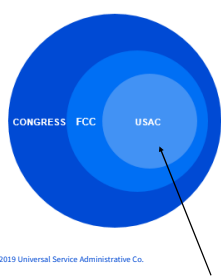
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Overview

WHO MAKES THE RULES?



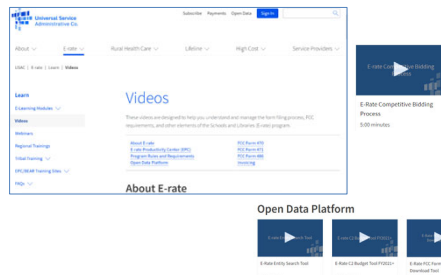
- Congress wrote the Telecommunications Act of 1996, which directed the Federal Communications Commission (FCC) to establish the E-rate Program and other programs.
- The FCC issues orders that set rules and policies for the program and gives direction to the Universal Service Administrative Company (USAC) through orders.
- USAC is responsible for the day-to-day administration of the E-rate Program.

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SLD – Schools and Libraries Division is one division within USAC

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E-Rate 2024 – USAC Online Training Series



[Trainings - Universal Service Administrative Company](#)

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E-Rate 2024 – Additional Resources

KANSAS E-Rate

EducationSuperHighway Resources


Contact a representative at a Kansas service center to explore options for E-rate assistance:

Service Center	Location	E-rate Contact Name	E-rate Contact Email	Phone Number	URL
East Kansas	Lawrence	Britt Lister	brittlister@kansas.gov	800-451-2000	https://www.kansas.gov
Central Kansas	Overland Park	Toni Burdette	toniburdette@kansas.gov	800-451-2000	https://www.kansas.gov
West Kansas	Salina	Shirley Granger	shirleygranger@kansas.gov	800-451-2000	https://www.kansas.gov
Southwest Kansas	Lawrence	Shirley Granger	shirleygranger@kansas.gov	800-451-2000	https://www.kansas.gov
Southwest Kansas	Lawrence	Shirley Granger	shirleygranger@kansas.gov	800-451-2000	https://www.kansas.gov
Southwest Kansas	Lawrence	Shirley Granger	shirleygranger@kansas.gov	800-451-2000	https://www.kansas.gov

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Email: eservice@ksde.org
To accommodate people with disabilities, an request, auxiliary aids and services will be provided and reasonable modifications to policies and programs will be made to ensure equal access to the program. For more information please contact the Office of General Counsel at ogc@ksde.org or 785-286-2000.

[KS Service Centers](#)

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First Some Buzzwords...

- **BEN – Billed Entity Number** - A unique number assigned by USAC to each billed entity (school, library, or consortium) that pays for services.
- **FRN – Funding Request Number** - A unique number that USAC assigns to each funding request in an FCC Form 471.
- **FY – Funding Year** – see next slide
- **NIF – Non-Instructional Facility** - A school building without classrooms or a library building without public areas.
- **SPIN – Service Provider ID Number** - A unique number that USAC assigns to each service provider once that service provider has submitted the FCC Form 498 to USAC.

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Funding Year

- A Funding Year (FY) starts on July 1 and ends the following June 30.
 - **FY2022 started on July 1, 2022 and ends on June 30, 2023.**
 - **FY2023 starts on July 1, 2023 and ends on June 30, 2024.**
- **Delivery and installation of services**
 - **Recurring services** (e.g., monthly internet access) must be delivered during the funding year.
 - **Non-recurring services** (e.g., equipment installations) can generally be installed through September 30 following the close of the funding year.
 - The September 30 deadline can sometimes be extended, either automatically or by request.
 - Delivery and installation can sometimes start before the funding year (i.e., before July 1).

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Know Your Role

Today
↓
Mar 2024
↓
Oct 2024

Applicants

- Register in the E-rate Productivity Center (EPC)
- File FCC Form 470 and attach RFP documents
- Evaluate bids and select the winning service provider, using price of the eligible products and services as the primary factor in your selection process.
- File FCC Form 471 during the application window
- Respond to inquiries from PIA
- File FCC Form 486
- File FCC Form 498 and file FCC Form 472 (BEAR) if applicable
- Document your compliance with FCC rules on an on-going basis.
- Retain documentation for at least ten years from last date of service delivery.

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Fair and Open Competition: from USAC 2023 Training...

Open and Fair Guidelines

- All applicants must comply with all E-Rate, state, and local procurement requirements.
- Applicants cannot have a relationship with service providers that would unfairly influence the outcome of the competitive bidding process.
- Applicants cannot give anyone inside competitive information.
- Applicants cannot have ownership interest in the company of a service provider's which is competing for services.
- Applicants **must** describe the desired products and services with sufficient specificity to enable interested parties to bid.
- Applicants cannot receive gifts or donations from service providers that violate or seek to circumvent FCC rules.
- Applicants **are not** required to show "proof" of E-Rate participation or share their bid evaluation information with any service provider.

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E-Rate Process – (E-Rate in 24 30 hours / year)

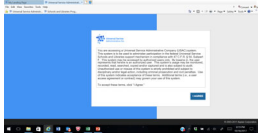
- Begin every new funding year with ...
 - E-Rate 20xx Folder
 - [E-Rate Project Tracking spreadsheet](#)
 - [E-Rate Binder](#)
- Document all activity as the funding year unfolds
- Draft & revise in Excel – cut & paste into EPC
- Schedule tasks vs respond to deadlines
- You will be working on 2 or 3 folders (years) at once

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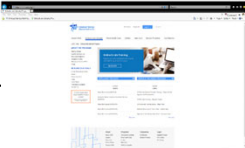
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EPC Portal vs SLD (USAC) Website




- Login Required
- Contains all info for YOUR school or district
- All Forms filed here



- NO Login Required
- Public website
- Contains info on E-Rate Program
- OPEN Data is here
- No Forms filed here

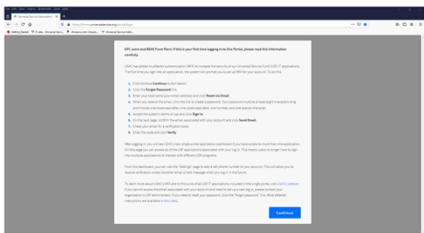
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One Portal – first time login

<https://forms.universalservice.org/portal/login>



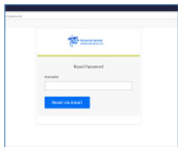
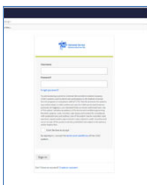
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One Portal – first time login


- Just click on 'Forgot password'

- Enter EPC Username (email address)
- Click on 'Reset Via Email'
- Message will display saying to check your email and follow instructions to get back to login screen

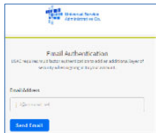
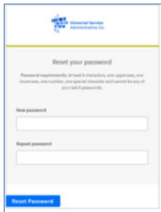
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One Portal – first time login


- Enter new password and verify
 - At least 8 characters
 - Upper and lower case
 - At least 1 special character
 - Cannot match any of your recent passwords

- Verify your email address and click 'Send Email'

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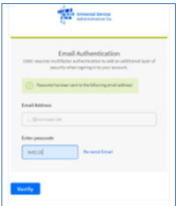
One Portal – first time login

- Check your email for 6 digit passcode
- Enter passcode and click Verify

Make Your Selection

- Select **Continue** to go to your program's system
- Select **Manage My Authentication Settings** to update either your email address or phone number to verify your account.

Manage My Authentication Settings **Continue**




- Continue to EPC or
- You can setup phone as alternate device

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E-Rate Productivity Center – Next Steps

- [Logon to confirm](#) your identity as Administrator
- Add users and/or consultants
- Grant rights
 - Full or Partial for Forms 470, 471, 486 etc.
 - School Official or General Financial Contact for 498
- Check all existing entities for correctness (don't forget NIFs)
- Update your Enrollment / NSLP data – **ONLY if your enrollment went up. If your enrollment went down you are allowed to stay with your 2021 numbers – or just enter one number for 'District Enrollment' (bottom of main page)**


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E-Rate Productivity Center – EPC Portal



- Common Tasks
 - [Update School data](#) (name, address, enrollment...)
 - Total Students in the District @ Cat2 Budget
 - Total Students in all schools @ Discount Rate
 - File a Form (470, 471, 486, BEAR...)
 - Upload Contracts
 - Open a Customer Service Case
 - File an Appeal
 - File a Service Substitution
 - Change Administrator
 - File a BEAR (Changes coming)

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SLD Website

Universal Service Administrative Co.

Subscriber Payments Client Data Sign In


About E-rate Business Case Online High Cost Service Providers

E-rate

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

<http://www.usac.org/s/>

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SLD website – your school's E-Rate History

- Form 471 Funding Tools and Open Data
 - Form 471 Summary Report – [“Funding Tools - FRN Status Tool”](#) – shows high level details on each FRN by Funding Year by BEN
 - Open Datasets – contain information on all details of Forms 470, 471 and 472 and 474 (BEARs and SPIs). [“USAC Open Datasets”](#)
 - *Open Datasets have both Original and Current data for each FRN. Current is actual, approved data (after PIA).*

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Form 471 Summary Report by BEN by Year

File	Applicant Number	Service Name	Fund	ESL Service Start Date	ESL Service End Date	ESL Service Invoice	Cost Total Cost	Cost Credit	Cost Funding Percent	Issuance Date	Total Authorized Disbursement	Status
200600079	21-1047603	CRS&S LLC	2002	07/01/03	10/06/04	\$ 12,654.00	0.00%	\$ 12,654.00	100%	8/1/04	\$ 12,654.00	Assigned Completed
Total Cost						\$ 12,654.00		\$ 12,654.00			\$ -	
200600080	21-1047603	Heart Technologies	2002	07/01/03	12/06/05	\$ 1,101,750.00	0.00%	\$ 1,101,750.00	100%	12/1/05	\$ 1,101,750.00	Assigned Completed
Total Cost						\$ 1,101,750.00		\$ 1,101,750.00			\$ -	
200600081	21-1047604	Heart Technologies	2002	07/01/03	12/06/05	\$ 500,400.00	0.00%	\$ 500,400.00	100%	12/1/05	\$ 500,400.00	Assigned Completed
Total Cost						\$ 500,400.00		\$ 500,400.00			\$ -	
200601065	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601066	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601067	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601068	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601069	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601070	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601071	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601072	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601073	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601074	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601075	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601076	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.00	100%	8/1/04	\$ 18,056.00	Assigned Completed
Total Cost						\$ 18,056.00		\$ 18,056.00			\$ -	
200601077	21-1071717	CRS&S LLC	2002	07/01/02	10/06/03	\$ 18,056.00	0.00%	\$ 18,056.				

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Form 471 Line-Item Report

Application Number	Funding year	Version Form	FRN Line Item		Product Type	Make	Equipment Model	FRN Line One			FRN Line Total Eligible Cost
			Number	Quantity				Time Eligible Unit	Cost	Quantity	
231001764	2023	Current	2399008083.001	Switch	Meraki	MS221-48P-HW		\$ 6,800.29		21	\$ 76,238.19
231001764	2023	Current	2399008083.002	Licence	Meraki	LIC-MS22S-48P-SVR		\$ 638.44		21	\$ 13,407.24
231001764	2023	Current	2399008083.003	Switch	Meraki	MS22S-24P-HW		\$ 2,687.69		2	\$ 5,375.38
231001764	2023	Current	2399008083.004	Licence	Meraki	LIC-MR22S-24P-SVR		\$ 399.03		2	\$ 798.04
231001764	2023	Current	2399008083.005	Connectors	Meraki	MA-CBL-40G-3M		\$ 159.79		21	\$ 3,355.59
231001764	2023	Current	2399008083.006	Licence	Meraki	LIC-MR45G-ENT-SVR		\$ 11,001.59		1	\$ 11,001.59
231001764	2023	Current	2399008083.007	Licence	Meraki	LIC-MR45G-SEC-SVR		\$ -		1	\$ -
\$ 110,176.03											
231001764	2023	Current	2399008085.001	Cabling	Other	Various		\$ 140,495.62		1	\$ 140,495.62
231001764	2023	Current	2399008085.002	Installation, Act/Panout	Installation			\$ 290,073.00		1	\$ 290,073.00
\$ 430,568.62											

Mahomet Line-Item Report 2023.xlsx

E-Rate Request for Discount on Services: FRN Line Items (FCC Form 471 and Related Information)

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**GETTING READY
TO
APPLY**

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E-Rate Annual Cycle - 7/1/xx through 6/30/xx

Verify Portal Information	NOW
Plan & File Form 470	Oct - Nov
Assess Technology Needs / Budgets Gather Discount Information	Nov - Dec
Develop Competitive RFPs (if required)	Dec - Jan
Vendor Conference(s) Vendor Responses Received	Jan
System / Vendor Selection Board Approvals Contract Negotiation	Feb/Mar 2024
Final Contracts Signed	Apr - May
Forms Submission to SLD (Form 471)	Jun - Jul
Implementation (Form 486 / 500 / 472)	Aug - Sep
	Oct - Nov
	Dec - Jan
	Feb/Mar 2024




E-Rate Process – Case Study

- “Interview yourself” to fill in the blanks in [Project Tracking Spreadsheet](#)
- What fields need to be changed and what fields stay the same from last year to this?
- What services are under multi-year contract and do not need a Form 470?
- What new services are needed and what existing services can go away?
- Build your annual calendar from today through 471 filing

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E-Rate Program Rules – Basic Requirements

- Focus on delivery of Broadband and WiFi
- Competitive Process – requests must be posted for 28 calendar (not business) days
- All funds must be used for
 - eligible goods and services
 - installed at eligible facilities
 - provided by eligible service providers
- **All records must be kept for 10 YEARS – from the last activity on the application!!!**


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You may need CIPA compliance for E-Rate



CIPA


Children's Internet Protection Act (CIPA)

- School and library authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions.
- CIPA compliance is required for:
 - **Category One** – Internet access, and
 - **Category Two** – internal connections, managed internal broadband services, and basic maintenance of internal connections


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CIPA Requirements



CIPA

CIPA requirements:

1. Internet Safety Policy

– Internet safety policy (For schools, the policy must also include monitoring the online activities of minors.)

2. Technology Protection Measure

– A technology protection measure is a specific technology that blocks or filters Internet access.


3. Public Notice and Hearing or Meeting

– Publish a public notice and hold at least one public hearing or meeting to address a proposed technology protection measure and Internet safety policy.

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CIPA Requirements

Available for Public Use

CIPA: Public Notice and Hearing or Meeting

• You must provide **public notice** and hold at least **one public hearing or meeting** to address the internet safety policy.

• For private schools, public notice means notice to your constituent group.


• Additional meetings are not necessary – even if the policy is amended – unless those meetings are required by state or local rules or the policy itself.



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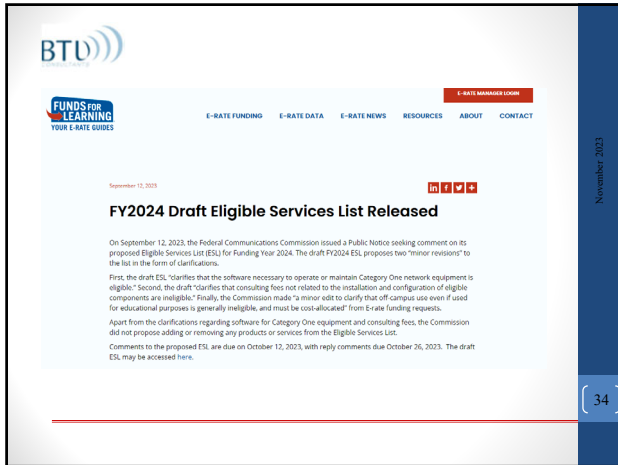
ELIGIBLE GOODS AND SERVICES

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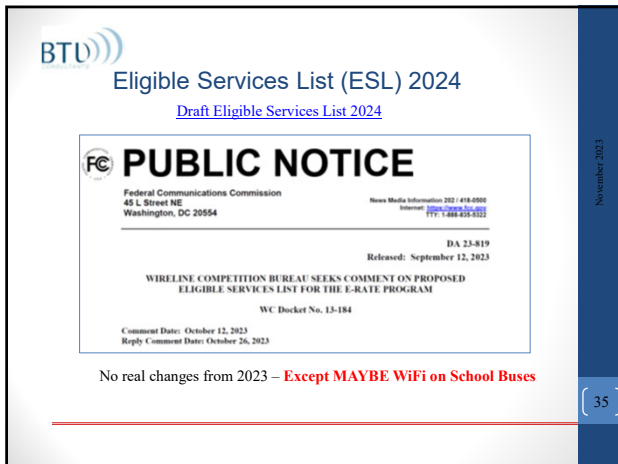
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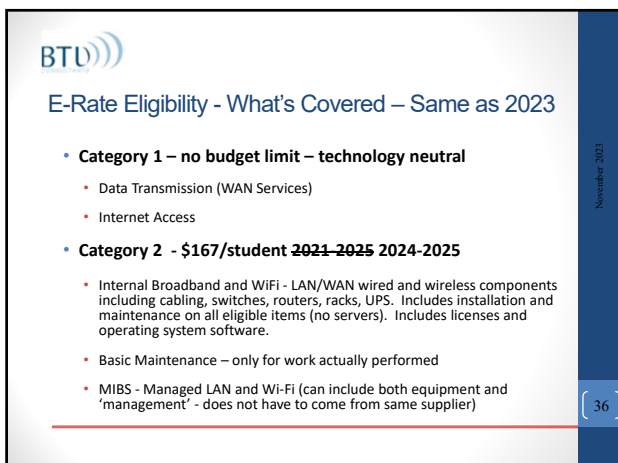
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What's Not Covered - same as 2023


- Servers, Voice and Video equipment
- Computers, Telephone instruments, Video Cameras
- Power infrastructure
- Physical security or construction
- Application Software
- Internet Content
- Consulting Services, Training, Personnel Costs

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Eligible Services 2024 – Cat1



Fiber Options Supported By E-rate

- **Leased Lit Fiber:** A fiber-based broadband service where the service provider owns and manages the network, and the E-rate applicant pays a recurring fee to have data transported over the network.
- **Leased Dark Fiber (including IRUs):** The E-rate applicant leases a portion of a provider-owned and maintained fiber network and separately pays to have that fiber lit in order to transmit information over that fiber.
- **Self-Provisioned Network:** Complete applicant ownership of a high-speed broadband network. The applicant hires a vendor to construct the network or a portion of the network, and thereafter owns and maintains that network or portion.

Note: Although included as a fiber option, applicants may seek support for self-provisioned networks using technologies other than fiber.

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Eligible Services 2024 – Cat1

- Category 1 – Dark Fiber Clarifications
 - Modulating electronics and equipment necessary to “light” the dark fiber are now eligible as Category 1 funds
 - Special construction charges for dark fiber may include the costs of installing fiber from the service provider’s existing network all the way into the applicant’s building
 - There are many technical requirements for 470/RFP if seeking “self-provisioned fiber”
 - **FORM 470 and RFP CANNOT STATE A PREFERENCE FOR ANY SPECIFIC TECHNOLOGY if asking for dark or self-provisioned**

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Eligible Services 2024 – Cat2

- Category 2 – Internal Connections and Maintenance
 - Internal Connections
 - Cabling, switches, access points, UPS's...can also include installation, initial configuration and operator training
 - Basic Maintenance of Internal Connections – no changes
 - Break-fix materials and labor to repair any eligible device – usually filed based on estimates and equipment inventory. Cannot include Network Monitoring
 - Managed Internal Broadband Services – no changes
 - Outsourced operations and management of your network. Equipment can be owned by district or vendor. Usually fixed fee – monthly or annual. May include Network Monitoring
 - Can be in addition to normal BMIC services
 - Many new vendors are catering to this market (Wyebo, SecureDesigns...)

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ELIGIBLE LOCATIONS

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E-Rate Eligible Locations – only four types of entities exist

- Parent – usually a district
- Child – usually a school ([entity sub-types](#))
- Annex – usually part of a school
- [NIF - Non-Instructional Facility](#)

SCHOOLS:	LIBRARIES:
<ul style="list-style-type: none"> Administrative buildings School bus barns and garages Cafeteria offices Facilities associated with athletic activities 	<ul style="list-style-type: none"> Administrative buildings Bookmobile garages Interlibrary loan facilities Library technology centers

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E-Rate Eligible Locations – Category 2

- Category 2 services for administrative sites (NIFs) are NOT eligible unless those services are “essential for the effective transport of information to a classroom or library”.

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E-Rate Eligible Locations – update your list

- What locations (entities) are you responsible for ?
- Update all Entity Information in EPC
 - School Names, addresses...
 - Enrollment and Free & Reduced
 - Part time Students are no longer allowed
- What is this year’s C2 budget for the district ?
- What is this year’s discount rate?
- If necessary use ‘One Number’ total for Enrollment (enter at bottom of home page under Cat2 Budget)
- Add all information to EPC and [Project Spreadsheet](#)

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Category 2 Budgets

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Category Two Budget for 2024

- Every Billed Entity will have a Cat2 Budget of \$167/student for the period from 2021-2025
- The Funding Floor (per school minimum) is \$25k
- C2 budget is determined when the first C2 Form 471 is certified. **It will not change for the period.**
- Total Cat2 Budget will be **managed by district** not by individual school
- Budget is PRE-DISCOUNT. Ex: with 1000 students and a 50% discount your budget is \$167,000.00 and the discount you receive is \$ 83,500.00

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E-Rate Category Two for 2024

BEN	Name	Address	City	County	State	Zip	Number of Students
72264	LINCOLN TRAIL ELEM SCHOOL	102 E State St	Mahomet	Champaign	IL	61853	739
72263	MAHOMET SEYMOUR HIGH SCHOOL	302 W State St	Mahomet	Champaign	IL	61853	956
72265	MAHOMET SEYMOUR JR HIGH SCHOOL	301 W State St	Mahomet	Champaign	IL	61853	735
72266	MIDDLETOWN SCHOOL	101 N Division St	Mahomet	Champaign	IL	61853	807
72267	SANDAMON ELEMENTARY SCHOOL	601 W Main St	Mahomet	Champaign	IL	61853	0
Enrollment							3238
NIF Name							Discount
16023154	MAHOMET TRANSPORTATION	101 North Division	Mahomet	Champaign	IL	61853	60%
16030543	MAHOMET SEYMOUR ADMIN BUILDING	101 North Division	Mahomet	Champaign	IL	61853	
Cat2 Budget 2021		\$ 540,748.00					
Cat2 Awarded 2021		\$ -					
Cat2 Awarded 2022		\$ -					
Cat2 Awarded 2023		\$ 540,744.85					
Cat2 Available 2024-2025		\$ 1.38					

Keep track of Cat2 funds used to know what's available. You can use a Form 500 to return unused funds for re-use in coming year.

[EPC will show your original and current Cat2 Budget](#)

[Project Tracking Spreadsheet](#)

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DISCOUNTS

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E-Rate Discounts – No changes for schools

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Income Measure (the percentage of students eligible for NSLP)	Urban Status Discount Rate	Rural Status Discount Rate
Less than 1%	20%	25%
1% to 19%	40%	50%
20% to 34%	50%	60%
35% to 49%	60%	70%
50% to 74 %	80%	80%
75% to 100%	90% for C1, 85% for C2 Tribal Libraries: FY23 and earlier: 90% for C1, 85% for C2 FY24 and later: 90% C1 & C2	

• National School Lunch Program (NSLP), Category One (C1) Services, Category Two (C2) Services
 • The maximum discount rate for FY2024 and later C1 equipment and services was increased by the FCC in FCC 23-96 from 85% to 90% for tribal libraries with NSLP percentages between 75-100%.

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Calculating Discounts - two variables

- The percentage of students eligible for the National School Lunch Program (NSLP) or an equivalent measure of poverty
- The urban or rural status of the county or census tract in which the school or library building is located
- Find both at <http://e-rateks.ksde.org/resources.aspx>

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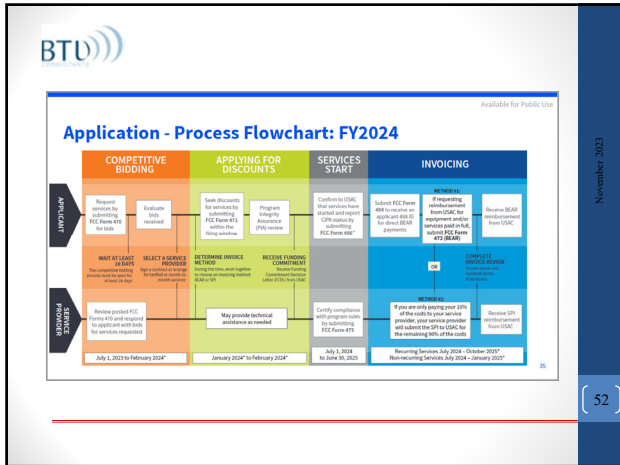
Applying for E-Rate

Form 470

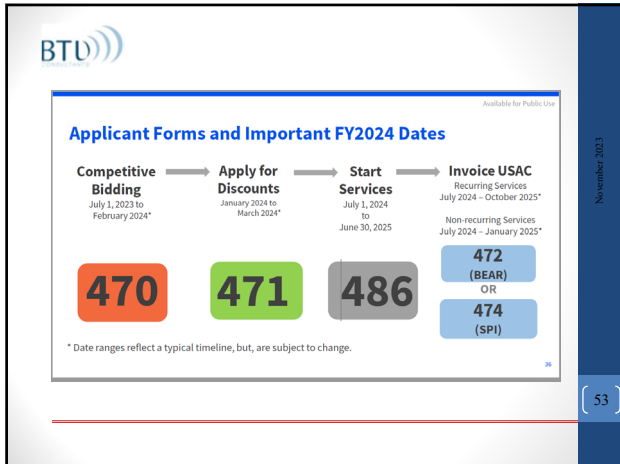
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E-Rate Form 470 – What's it for?

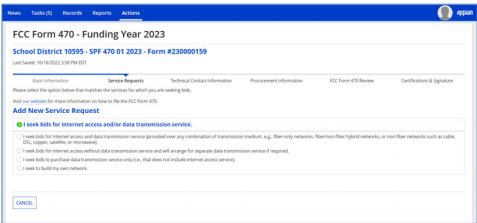
- Filing Form 470 opens a competitive bidding process
 - can also issue a Request for Proposals (RFP)
- RFP is not required under FCC rules
- Form 470 'smart' menus
 - Your selections determine your next questions
 - Cat2 features that prevent errors and omissions
 - You can always backup and start over
 - Remember the difference between Internet and WAN

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E-Rate Form 470



[Form 470 Choices](#)
[Guiding Statements Reference Table](#)


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E-Rate Form 470 – Gotcha's

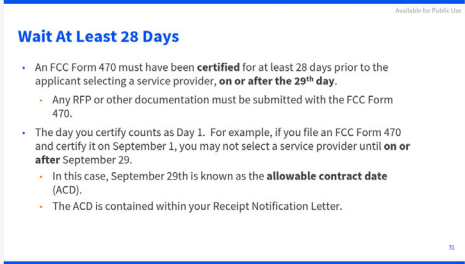
- You must wait at least 28 days from the submission date before signing a contract for services – this is the ACD
- If you are under a multi-year contract from a previous year, you do not need to file a Form 470 every year
- If you are under Month-Month or Tariff rates, you must file a Form 470 every year
- Include willingness to accept multi-year contracts and any restrictions on them
- Must include any pass/fail requirements!!
- If you include Basic Maintenance on your 470 you must include it on your RFP (*RFP and Form 470 specs must match*)

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E-Rate Form 470 – 28 Day Rule explained!

(from Fall USAC Training)



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E-Rate Form 470

Competitive Bidding Requirements: Imposing Restrictions

- You cannot list specific make and model of products or services sought without also allowing equivalent products and/or services to be bid.
 - "XYZ manufacturer's router model 345J or equivalent"
- Bidder disqualification criteria must be spelled out in FCC Form 470 and/or RFP and be available to all potential bidders.
- EPC will automatically add the "or equivalent" language for you in the FCC Form 470, but remember to double check the language in your RFP, if you are issuing one, to include the words "or equivalent."
- If you have bid disqualification factors, you must list them in your FCC Form 470.

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E-Rate Form 470 – specify a cutoff date!


- Consider adding “State or Local Procurement Requirements” to protect yourself...
 - Responses must be received via email only to email@myschool.org.
 - Responses must include detailed Item 21 level pricing and descriptions.
 - Responses must be received before the Allowable Contract Date.**
 - Vendor must agree to SLD (SPI) invoicing.
 - Multi-year contracts and voluntary extensions accepted.
 - Vendor is aware of and agrees to follow SLD guidelines on Lowest Comparable Price.
 - Failure to comply with any of the items above may be grounds for disqualification.

[Form 470 Item 13 Requirements](#)

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E-Rate Process – Case Study

- Draft 470 descriptions into [Project Tracking Spreadsheet](#)
- Put in enough detail to allow a fair bid based on 470 specifications alone or...
- Put in a reference to an RFP
 - Can be a one-page description
 - Can be a formal RFP document
 - You must upload a copy

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[Sample RFP#1](#)
[Sample RFP#2](#)
[Sample RFP#3](#)
[Sample RFP#4](#)

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E-Rate Form 470

FCC Form 470 - Funding Year 2023
School District 10595 - SFY 470 01 2023 - Form #230000159
Last Saved: 10/18/2022 10:49:00

Navigation: Home | Tables (2) | Recently | Requests | Actions | **SPIN**

Sections: Basic Information | **Service Requests** | Technical Contact Information | Procurement Information | EIS Form 470 Review | Certification & Signature

Please enter the major links for the services for which you are seeking bids.

Not our service? For more information on how to file the FCC Form 470, [Add New Service Request](#)

Link links for Internet access and/or data transmission service.

- ☐ Link links for Internet access and data transmission services (provided over any combination of transmission medium, e.g., fiber optic networks, fiber optic hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).
- ☐ Link links for Internet access without data transmission services and will arrange for separate data transmission service if required.
- ☐ Link links to purchase data transmission services only (i.e., that does not include Internet access services).
- ☐ Link links to building services.

[CANCEL](#)

[Form 470 Choices](#)

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E-Rate Project Tracking Spreadsheet

471 # Alt #	Cat	Description	2023 FRN	2024 FRN	Vendor	SPN	Total Pre-Discounted Amount	% Disc	Total E-Rate Funding	Total District Funding	2024 Notes
1.1	Internet	Dedicated Internet	2399000726		CRBN LLC	143038797	\$ 13,836.56	85%	\$ 8,181.94	\$ 5,454.62	25% below at \$1,126,330ms-dm-2023
1.2	Internet	Data Transmission	2399000746		CRBN LLC	143038797	\$ 9,000.00	85%	\$ 5,400.00	\$ 3,600.00	Lowest 0.8/Fiber ES-HS-nc-470 - Contract Dec 2024
Total Cat1							\$ 22,836.56		\$ 13,581.94	\$ 9,054.62	
2.1	IT Corps	Cabling and Closet Upgrades	2399000823		Heart Technologies, Inc.	143007915	\$ -	85%	\$ -	\$ -	
2.2	IT Corps	Switch Upgrades	2399000823		Heart Technologies, Inc.	143007915	\$ -	85%	\$ -	\$ -	
Total Cat2							\$ -		\$ -	\$ -	
Total This Year							\$ 22,836.56		\$ 13,581.94	\$ 9,054.62	

[Project Tracking Example 2023](#)

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What's Next...

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Next Steps After The 28-Day Waiting Period

- Choose your service provider(s)**
 Notify the winning service provider(s)
- Sign a contract or legally binding agreement**
 On or after the Allowable Contract Date (ACD)
- File the next form (FCC Form 471)**
 Wait for the filing window to open

* The **Allowable Contract Date** occurs at the end of the 28-day waiting period. This is the earliest date on which an applicant can select a service provider and sign a contract for services or enter into an arrangement for furnished or month-to-month services with a service provider.

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Issues in Competitive Bidding

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What If You Receive No Bids?

- If applicants receive no bids or only one bid, they can:
 - Proactively solicit bids after waiting the 28 days.
 - Ask their current provider to submit a bid.
 - Accept the one bid, if it is cost effective.
- Be sure to create a memo for your E-Rate files to document the situation.

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Vendor Selection – if there's not a formal RFP

- You must document and retain your vendor selection process
- Use this template or one of your own to record Form 470 responses from vendors
- Keep logs of all vendor emails
- Can also use for bid evaluations

[Form 470 Response Log Spreadsheet](#)

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Vendor Selection – if there is a formal RFP

Evaluating Bids: Sample Bid Evaluation Matrix

- Evaluate your bids using a matrix, filled in with your chosen factors and point values.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of eligible equipment and services	50	15	50	35
Prior experience with vendor	20	20	0	20
Service provider bonded	20	7	13	20
Local or in-state vendor	10	10	8	7
Total	100	52	71	82

Result: Vendor #3 wins. Note that this may not be the lowest cost vendor.


[How to Construct a Bid Evaluation \(EPC Website\)](#)

[Sample Bid Eval](#)

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Vendor Selection – Do You Need a Contract?

- YES – for Category 1 FRNs that are not Tariff or MTM
- YES – for all Category 2 FRNs *(the form will let you enter MTM but don't do it)*
- Applicants must have a signed contract or **other legally binding agreement** in place prior to submitting their FCC Forms 471 to USAC.
- Contracts can cover more than one year or contain extensions, but applicant must have indicated these options in the Form 470

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Contracts must be entered into EPC prior to 471


- Gather all information on your contract or have a soft copy on file
- [Enter via Portal](#)
- Contracts can be corrected only up to the point of submission – no changes after that

[Cat2 Contract 2023](#)

[Sample E-Rate Contract 2024](#)

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E-Rate Process – Case Study

- Draft bid results into [Project Tracking Spreadsheet](#)
- You will need this information for the Form 471
- For each FRN you should have...
 - Service Provider and SPIN
 - Description, Quantity and Unit Cost (Cat1 and Cat2)
 - Total Monthly and/or Total One-Time Costs
 - Form 470 Reference if needed (470's are pre-loaded)
 - Contract Reference if needed (Contracts are pre-loaded)
 - Recipients of Service and Cost Allocation if needed

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***Applying for E-Rate
Form 471***


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The diagram illustrates the relationship between three key components of the Universal Service Administrative Company (USAC) process:

- FCC Form 471**: A box containing two categories: "Category 1" and "Category 2".
- Funding Request**: A box containing four items: "Internet Access", "Digital Transmission Service", "Internal Connections: Contract", and "Internal Connections: Contract".
- FRN Line Item**: A box containing two line items: "Line Item 1" and "Line Item 2".

Arrows indicate the flow of information:

- From "Category 1" to "Internet Access" and "Digital Transmission Service".
- From "Category 2" to "Internal Connections: Contract" (both instances).
- From "Internet Access" to "Line Item 1" and "Line Item 2".
- From "Digital Transmission Service" to "Line Item 1".
- From "Internal Connections: Contract" (both instances) to "Line Item 1" and "Line Item 2".



E-Rate Form 471 – What will you need

- EPC access
- Entity and Discount data (already entered)
- Contract information (already entered)
- Funding Request data (from [Project Tracking Spreadsheet](#))
 - Manuf / Make / Model
 - Unit Cost / Quantity and Cost Allocation (if required)
 - *Recipients of Services – only if needed internally*
- Certification authority

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E-Rate Form 471

Available for Public Use

Requesting Funding: Helpful Reminders

- The category of service and service type for an FRN must match the category of service and service type that appeared on the FCC Form 470.
- Separate your taxes and fees into a separate FRN line item.
- If you are purchasing a multiple of something, remember to list the quantity and the unit cost, and do not bundle all costs under a quantity of one.

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E-Rate Form 471

Available for Public Use

Eligible Equipment or Services: Key Reminders

- Equipment and services fall into a particular **Category of Service**.
- Commitments for different categories of service can be for different term lengths.
 - Internal Connections – **All years** of the contract can be billed in a single funding year
 - e.g., For a 3-year contract for 100% eligible Internal Connections equipment or services at a pre-discounted amount of \$12,000, the full amount of \$12,000 could be entered into a single FRN for that funding year.
 - BMIC – Only the **current year** of service can be included in a single funding year and multi-year contract amounts must be prorated.
 - e.g., For a 3-year contract for 100% eligible BMIC services at a total pre-discounted amount of \$12,000, the FRN could only request a single year of expenses, or \$4,000, in a single funding year. BMIC services can only be invoiced after they are actually provided/performed.

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E-Rate Form 471

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Eligible Equipment or Services: Key Reminders

- E-Rate Eligibility:** Equipment or services may be partially eligible under E-Rate depending on the nature of the services and the Eligible Services List (ESL) for a particular year.
- Applicants are responsible for determining before filing FCC Form 471:**
 - Total Costs, and
 - Ineligible portions

How To Determine


Contact the manufacturer or Customer Service Center (CSC) to determine a particular equipment item or service's eligibility before submitting your FCC Form 471 to:

- Determine eligibility under E-Rate, and
- Confirm the category of service for that eligibility.

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E-Rate – Remove Ineligible Costs

Vendor Cost Allocation Links: Some manufacturers have websites to help applicants determine if the products they’re listed on their Form 471s are E-rate eligible, partially eligible, or 0% eligible.

- * Cisco/Meraki - <https://www.ciscoerate.com/ProductEligibility/>
- * Fortinet - <http://erateproviderservices.com/fortinet-home/product-eligibility/>
- * HP Aruba - <https://www.arubanetworks.com/eratetool/>
- * Juniper - <https://www.juniper.net/assets/us/en/local/pdf/fags/9030313-en.pdf>
- * Palo Alto - https://www.paloaltonetworks.com/content/dam/pan/en_US/assets/pdf/technology-solutions-briefs/panw-e-rate-eligibility.pdf
- * Sophos - <http://erateproviderservices.com/sophos-home/product-eligibility/>


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E-Rate Form 471 – Online

OMB 3000-0008
FCC Form 471
Approval by OMB
December 2018



Description of Services Ordered and Certification DRAFT Form 471


FCC Form 471

Application Information		Contact Information	
Nickname	SPF 471 01 Cat1 2022	Application Number	221007204
Funding Year	2022	Category of Service	Category 1
Billed Entity SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS 2280 EVERGREEN AVE. SCOTCH PLAINS NJ 07076-1905 908-232-6161		Christopher Jones 908-232-6161 cjones@spfh12.org	
Billed Entity Number	122749		
FCC Registration Number	0011685013		
Applicant Type	School District		

[Example Form 471](#)

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E-Rate Form 471 – after you certify

- Update [Project Tracking Spreadsheet](#) with FRN info
- Review all documentation in E-Rate Binder
- Check all quantities and dollar amounts
- If you made a mistake you should file a RAL Modification request in EPC as soon as possible (under Form 471/Related Actions/RAL Modification)
- Prepare for PIA review

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PIA Review – What is it ?

Forms 471 are reviewed by Program Integrity Assurance (PIA) for compliance with program rules concerning areas such as:

- Competitive bidding process
- Contracts
- Discount Calculation
- Sufficient Budget
- Establishing Form 470
- Cost Effectiveness
- Duplicative Services (Two Internet Lines)

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PIA Review → Review Inquiries

Outreach – Initial Review - Commitment

- Initial Reviewer should send you an email pointing you to your EPC portal for responses
- Some Form 471 applications see Selective Review (SRIR)
- Some Form 471s see Special Compliance Review (SCRIR)
- All review documents between applicant and SLD are thru EPC portal – but you can email or call the reviewer
- Log all activity to [Project Tracking Spreadsheet](#)
 - *Hint – use the SLD Call Log tab...60 day rule*
 - *SLD may change reviewers on you!!*

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PIA Review – Corrections Allowed


Clerical Corrections

Examples:

- Entered the incorrect amount (i.e., data entered \$100 instead of \$1,000)
- Omitted an entity from the Block 4
- Provided the incorrect Form 470 number on the Form 471
- Selected the wrong category of service
- Submitted an unsigned contract to PIA
- Omitted an FRN
- **YOU ARE ALLOWED TO CORRECT ERRORS – BUT NOT TO CHANGE YOUR MIND**

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E-Rate Approval & Acceptance!

- You will receive an FCDL (Funding Commitment Decision Letter) for each Form 471 that you submit
 - You will receive email from SLD pointing you to EPC
 - FCDL is in the NEWS feed of EPC – or search ‘Notifications’ from Landing Page
 - Shows status of individual funding requests in downloadable .csv file
- If this is for Cat2 you should download the Form 471 Detailed Report from [OPEN DATA that shows CURRENT details and approved amounts](#).*
- Many times the equipment that you are approved for will be different that the equipment that you applied for*
- Save this as your documentation for equipment inventory.*

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E-Rate Approval & Acceptance


ALWAYS Appeal a decision you don't agree with

Call BTU Hotline for assistance

866-372-8302

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Accepting E-Rate Funds

Form 486

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E-Rate Form 486

- Notifies USAC that services have started and invoices can be paid
- Verifies / Modifies Service Start Date
 - *Start date cannot be prior to 7/1 of the Funding Year or 486 will go into 'Review'*
- Certifies that CIPA is in force (if required) and meets requirements.
- Be careful - Service Providers can consider this as "permission to invoice" and USAC will not inform you.

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E-Rate Form 486 Deadline

- Form 486 must be filed no later than
 - 120 days after the Service Start Date or
 - 120 days after the date of the FCDL whichever is later.
- If the Form 486 is late, the date 120 days before the Form 486 online filing or postmark date will become the start date for discounted services and funding may be reduced. *(i.e. they take back the money one month at a time for each month you are late).*

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E-Rate Implementation Deadlines


Service delivery deadlines

- Recurring Services (June 30)
- Non-recurring Services (September 30)


For Category 2 - you can request extensions (Form 500) but your request must be filed before current deadline.

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E-Rate Form 486 – this is the easy part



[EPC Portal – 486](#)

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BEARs vs Discounts

- **BEAR** (Billed Entity Applicant Reimbursement) Form 472 is filed by the applicant after the applicant receives services and pays for the services in full.
- **DISCOUNTS** (SPI Service Provider Invoice) Form 474 is filed by the service provider after providing services and billing the applicant for its non-discount share.
- Form 472 or 474 must be filed online no later than
 - 120 days after the last date to receive service OR
 - 120 days after the date of the 486 NL
- **NEW - Check payment status using OPEN DATA report:**
[E-Rate Invoices and Authorized Disbursements \(FCC Forms 472 and 474\)](#)

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New BEAR Process for 2024 – now in EPC


Future E-Rate Invoicing Process - Systems Consolidation

Moving invoicing from the SL Legacy system to EPC, will improve the E-Rate user experience.

- A cleaner, more intuitive invoice submission process.
- Discount rate is automatically calculated.
- Allows supporting documentation to be included during invoice submission.
- May reduce the need for outreach.
- Invoicing Outreach requests will be sent/received via EPC.
- System notifications and reminders when action is required will be received through EPC.
- Additional tools and reports to obtain invoicing details and statuses.

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New BEAR Process for 2024 – now in EPC

Scope of Change

Changing

- EPC user interface replaces the SL Legacy user interface.
- Notifications about invoice submission status are delivered to your **News Feed** in EPC.
- Inquiries from USAC about your invoice Submissions are available via EPC.
- Replies to outreach (including providing attachments) in EPC.
- Funding Year 2015 and earlier invoices will be submitted via customer service case.

Not Changing


- E-Rate Invoice program processes and rules remain the same.
- Information and documentation submitted remains the same.
- Eligibility of equipment and services is the same.
- Disbursements will continue to be made twice a week.

E-Rate System [Consolidation](#) Website


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BEAR Process

**FCC Form 498**

What You Need: Applicant Identification Numbers

You will need three identification numbers:


- Federal Employer Identification Number (EIN/Tax ID)
 - Note: This EIN/Tax ID must match information on file with FCC (FRN)
- DUNS Number
- FCC Registration Number (FRN) or (CORES ID)

[DUNS Lookup Tool...](#)


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BEAR Process

**FCC Form 498**

What You Need: Bank Information


- Bank Information
 - Bank Name
 - Account Number
 - Routing Number (nine-digit number)
 - (Note the order of the fields!)
- Note: This cannot be a consultant's bank account.

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Category 2 Equip Moves – as of July 1, 2021

Available for Public Use

Category Two Budgets - First Full Budget Cycle (FY2021-FY2025)


Additional differences from the test period (continued)

- School districts and library systems can transfer equipment between schools within a school district and libraries within a library system.
 - No longer required to notify USAC of these equipment transfers.
 - Transferor and recipient must maintain detailed records documenting the transfer and the reason for the transfer for at least five years.
 - Schools, libraries, and consortia must maintain asset and inventory records of equipment purchased and the actual locations of such equipment for at least 10 years after purchase.
- School districts and library systems must wait until July 1, 2021 to transfer equipment that is less than three years old if they do not want to be subject to the requirement to notify USAC of the transfer.

November 2021

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Service Substitutions

- Use if you change (buy) *anything* that varies from what you described on your 471 & Item 21
- No FORM, just follow instructions in EPC
- Check your Category 2 projects for changes*
- Vendors may not be paid for equipment or services that do not match your Form 471 detail*
- The downloaded Form 471 Detailed Report shows the specific equipment that USAC has approved.*

November 2021

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SPIN (Service Provider ID Number) Changes

- CORRECTIVE changes will be approved (correct errors, mergers, acquisitions etc.)
- OPERATIONAL changes are usually not approved unless the original provider goes out of business
- Usually approved (or denied) in a few weeks
- Vendors will be notified
- File Online in EPC

November 2021

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Split FRN – if cutover of Cat1 is delayed...

SLD will not pay for duplicative services

- If your new Internet provider was supposed to start on July 1 but didn't cutover until Aug 1...
 - Then instead of 12 mos of new provider funding
 - You need 11 mos of new provider funding
 - You need 1 month of old provider funding
- Open a customer service case to request a SPLIT FRN to re-allocate funds – call BTU for assistance

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Dual Internet Lines...

USAC Does Not Pay For Duplicative Services

- **Duplicative services** are services that provide the same functionality for the same population in the same location during the same period of time. *USAC cannot fund duplicative services.*
- **Backup services** are services sought to reduce reliance on any single service provider's network during an outage and are considered duplicative.
- Services that provide necessary bandwidth requirements, such as multiple T-1 lines when appropriate for the population served and the services to be received, may not be considered duplicative. However, the applicant must still evaluate and choose the most cost-effective option from the bids received.

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Record Retention – “if it isn’t written down it didn’t happen”

- Setup an electronic and paper file for each funding year
- Email yourself and retail all emails
- Make a spreadsheet across years
- Monitor at least monthly
- Build an [E-Rate Binder](#)

Must Retain for 10 YEARS after end of svcs

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Audits – *they're still here...*

- BCAP (Beneficiary and Contributor Audit Program)
 - Full on-site audit – randomly selected – covers one funding year (all FRNs) - lasts weeks – involves your accounting and legal folks
- PQA (Payment Quality Assurance)
 - Nobody onsite – randomly selected – very common – covers one invoice payment – handled via email.

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Final Tips

- Start early
- Set up / update your EPC
- Document everything
- Email yourself to memorialize
- Build and retain an “E-Rate Binder” (10 years)
- Plan for an audit

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FY 2024 Window

Per FCC Window opens ‘no earlier than’ *xx/xx/xxxx*

471 Filing Window:

opens at noon (EST) on ????


closes at 11:59pm (EST) on ????

LAST DAY FOR Form 470 is ????

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Kansas Resources

Kansas Department of Education
<http://e-rateks.ksde.org/>


Email to erate@ksde.org

Jenni Marlatt
 Public Service Administrator
 Kansas K-12 E-Rate Coordinator
 Information Technology
 (785) 296-7931
jmarlatt@ksde.org
www.ksde.org

Kansas State Department of Education
 LANDON STATE OFFICE BUILDING, 900 SW JACKSON
 STREET, SUITE 301, TOPEKA, KS 66612

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More Resources


Funds for Learning:
<http://www.fundsforlearning.com>

E-Rate Central:
<http://www.eratecentral.com/>

SLD Home Page:
<https://www.usac.org/e-rate/applicant-process/>

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Information & Assistance

BTU Kansas E-Rate Support Hotline


866-372-8302

Our Goal: Answer all questions – escalate or provide references and contacts as required.

Resources include:
 SLD / FCC and affiliated agencies & hotlines
 KS Dept of Education

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Information & Assistance
BTU Kansas E-Rate Support Hotline

We Can Provide Advice on:

- SLD forms 470, 471, 486, 472, 500
- Eligibility of goods, services and locations
- Strategy for writing an appeal
- SPIN Change, Service Subs, Invoice Extensions

We Cannot:

- Prepare, complete or submit FCC forms
- Act on behalf of an entity

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Information & Assistance

BTU Consulting, LLC

Toll Free Support Hotline – 866-372-8302

Email to:

Lori Thompson: lori@btu-consultants.com


Valerie Thompson: valerie@btu-consultants.com

Don Dietrich's email: ddietrich@e-rateprofessionals.com

Don Dietrich's Cell Phone: 314-378-1667

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Questions

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