



Fall FY2020 E-Rate Workshop

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Ohio | Department
of Education

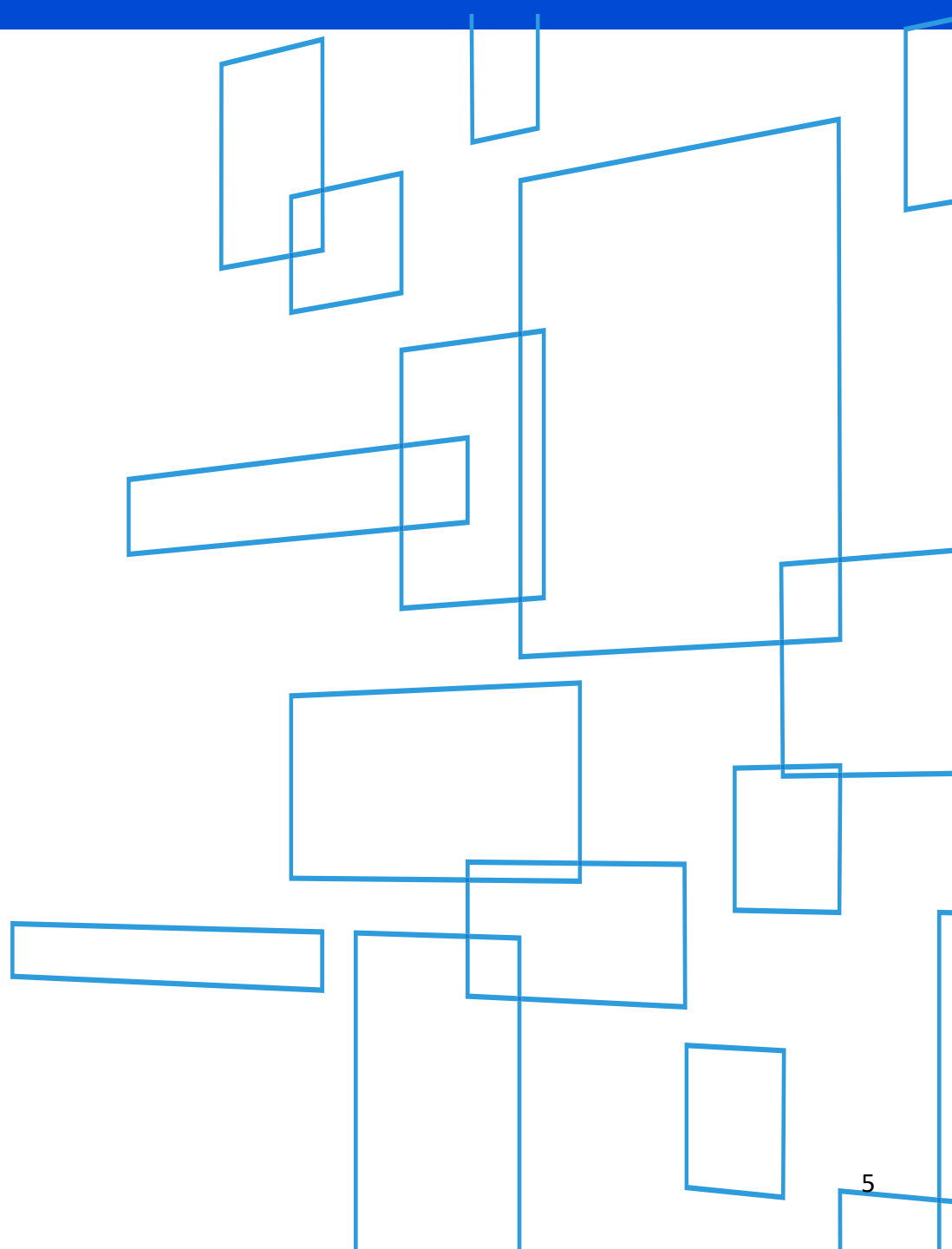
TRAINING AGENDA

- E-Rate Basics
- Category 2
 - Break
- Eligible Services
- EPC Fundamentals
 - Lunch
- Walk through the FCC Form 470 and Best Practices

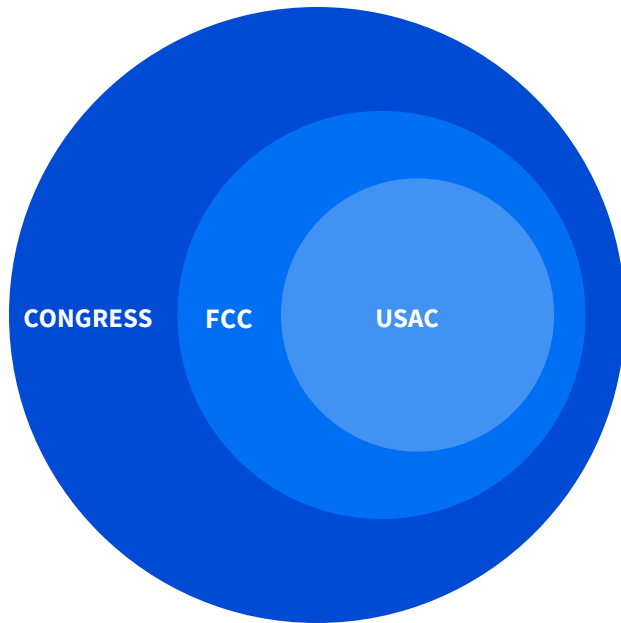
E-Rate Basics

Mission Statement

Help ensure that schools and libraries can obtain high-speed internet access and telecommunications at affordable rates, and keep students and library patrons connected to broadband by providing a discount on eligible services.



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.

E-Rate funding commitments are made by funding year.

- A Funding Year (FY) starts on July 1 and ends the following June 30.
- USAC refers to the funding year as the year in which most services will begin (different from fiscal years).
 - For example, FY2020 starts on July 1, 2020, and ends on June 30, 2021.



ELIGIBILITY - Schools

- Must provide elementary and/or secondary education, as determined under state law.
 - Non-traditional facilities (Special Needs Pre-K and juvenile justice) are eligible in Ohio.
- Cannot have an endowment exceeding \$50 million.
- Cannot operate as a for-profit business.



ELIGIBILITY - Libraries

- Must be eligible for assistance from their state library agency under LSTA*.
- Budget must be separate from any schools.
 - Bookmobiles and kiosks are eligible if they are considered library branches in their state.
- Cannot operate as a for-profit business.



* LSTA = Library Services and Technology Act

ELIGIBILITY – Non-instructional Facilities (NIFs)

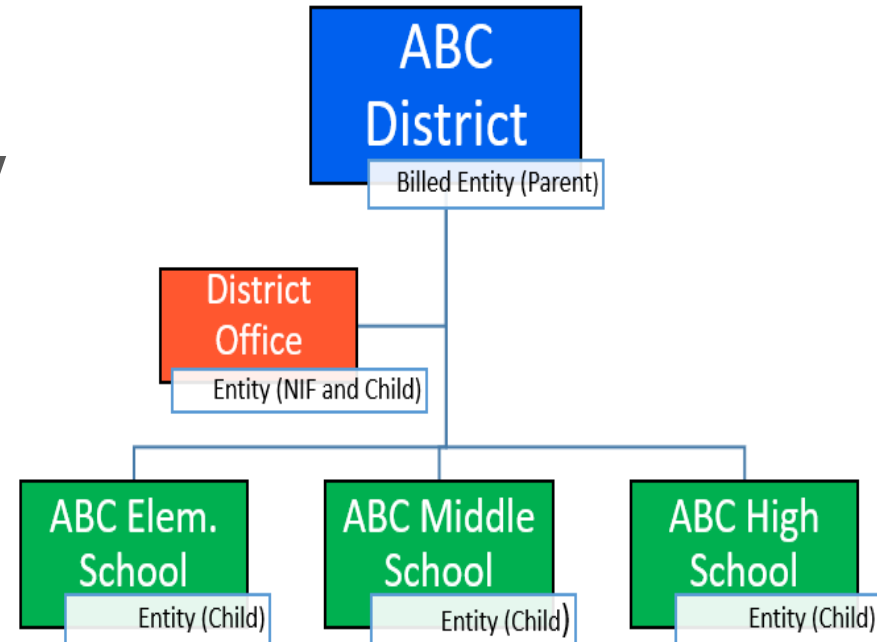
- Non-instructional facilities (NIFs) are eligible for discounts on some services.
- NIFs are:
 - School buildings that don't have classrooms (admin facility, bus garage, athletic facility).
 - Library buildings that don't have public areas.



IDENTIFYING NUMBERS - BENs

Each applicant entity is assigned an “entity number” in the system.

- Each entity that receives and pays the bills is assigned a **Billed Entity Number (BEN)**.
 - This is not the same as an IRN
 - In a district or library system, the BEN is the “parent” organization
 - Each school, library, or NIF under the “BEN” is assigned an entity number.



IDENTIFYING NUMBERS - SPINs

A **Service Provider Identification Number (SPIN)** is assigned to providers participating in E-Rate.

- Service providers may have more than one SPIN due to:
 - Different business units or service areas.
 - Mergers and acquisitions.



WHAT PRODUCTS AND SERVICES ARE ELIGIBLE?

***Category One (C1)**

*Provides connectivity **to** the building

Data Transmission Services
and Internet Access

***Category Two (C2)**

*Provides connectivity **within** the building

- Internal Connections
- Managed Internal Broadband Services
 - Basic Maintenance of Internal Connections

ELIGIBILITY - Services

Category One (C1) services are not limited in cost as long as they are cost-effective.

Category Two (C2) services are limited by a pre-discount budget.

- Budget period is five years.
- Budget is calculated based on number of students (schools) or square footage (libraries).

ELIGIBILITY – Eligible Purposes

- Activities related to education that occur on school property.
- Activities related to providing library services to individuals that occur on library property.



*** Activities that are not on school or library property are generally not considered eligible for discounts.**

YOUR E-RATE DISCOUNT

- Discounts range from 20% to 90% for Category 1 services and from 20 to 85% for Category 2 services.
- Discounts are calculated using three pieces of information:
 - Poverty level
 - Urban or rural status
 - Service type

Schools:

Discounts depend on two factors:

- The level of poverty (the percentage of NSLP* eligibility) in the school district.
- The urban or rural status of the school district or library system.

*NSLP = National School Lunch Program

Libraries:

- Determine the main branch of the library.
- Determine the school district in which the main branch of the library is located.
- Use the NSLP percentage calculation for that school district.

DISCOUNT MATRIX

INCOME Measured by percentage of students eligible for NSLP	DISCOUNT	
	URBAN	RURAL
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	90 for C1, 85 for C2

DISCOUNTS: YOUR POVERTY LEVEL

- Discounts are calculated for the school district or the library system (not for individual schools or library branch).
 - Schools that are members of school districts use their district's average.
 - An independent school or library: An independent school calculates its NSLP figures based on its own student population, and an individual library uses the NSLP figure for the school district in which it is located.

DISCOUNTS: How to Determine Your Poverty Level

What numbers should I use?

- Most use the student/NSLP counts reported to ODE's **Office of Child Nutrition** for the month of October.
 - This information is published in the annual MR-81 report.
 - When looking at the NSLP data, be sure to use the combined total of “Free” and “Reduced” numbers
- You are not required to use October data
 - You can use any month's data (Monthly Site Claim Form, CN-7 report, EMIS report, **survey**, etc.) for the current school year prior to the filing of the Form 471 application.
 - **However**, if your counts are different from the counts listed in the MR-81, you will be asked how you determined the information. Be sure to document how you arrived at your total numbers.

What if we don't participate in the National School Lunch Program?

- You're not required to participate in NSLP to receive a discount percentage, but you do have to determine the level of need.
- A school may design a survey that provides the necessary information that measures a family's level of need
- Surveys must be based on the following guidelines:
 - The survey must be sent to all families whose children attend the school.
 - The survey must, at a minimum, contain the following information:
 - ◇ Name of family and students;
 - ◇ Size of the family; and
 - ◇ Income level of the family.

NSLP Income Eligibility

- If using the survey method, you must use the NSLP Income Eligibility Guidelines
- Data collected for scholarships can be used if the income eligibility meets the NLSP guidelines
- For the 2019 NSLP Income Eligibility Guidelines, go to <https://www.fns.usda.gov/cnp/fr-032019>

INCOME ELIGIBILITY GUIDELINES												
Effective from July 1, 2019 to June 30, 2020												
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %					
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES												
1	12,490	23,107	1,926	963	889	445	16,237	1,354	677	625	313	
2	16,910	31,284	2,607	1,304	1,204	602	21,983	1,832	916	846	423	
3	21,330	39,461	3,289	1,645	1,518	759	27,729	2,311	1,156	1,067	534	
4	25,750	47,638	3,970	1,985	1,833	917	33,475	2,790	1,395	1,288	644	
5	30,170	55,815	4,652	2,326	2,147	1,074	39,221	3,269	1,635	1,509	755	
6	34,590	63,992	5,333	2,667	2,462	1,231	44,967	3,748	1,874	1,730	865	
7	39,010	72,169	6,015	3,008	2,776	1,388	50,713	4,227	2,114	1,951	976	
8	43,430	80,346	6,696	3,348	3,091	1,546	56,459	4,705	2,353	2,172	1,086	
For each add'l family member, add	4,420	8,177	682	341	315	158	5,746	479	240	221	111	

NSLP Income Eligibility

A sample survey can be found on USAC's website at:

<https://www.usac.org/sl/applicants/step03/alternative-discounts.aspx>

Income Survey #: <u>1127</u>		E-rate Program FCC Form 471 Application #: <u>123456</u>	
INCOME SURVEY FOR E-RATE PROGRAM CALCULATIONS			
FACILITY/INSTITUTION – This section must be completed by a school official.			
Name of School	Little Red School Elem		
Street Address	123 USAC Lane		
City, State, Zip Code	Washington, DC 20005		
Telephone Number	202-555-1212		
Fax Number	202-555-2323		
Email Address	lred@school.net		
The following must be completed by head of household or a designee.			
SIZE OF FAMILY – Please indicate the total number of individuals in your household, including all adults and children.			
STUDENT INFORMATION – In the table below, please complete for each student in pre-kindergarten through 12th grade.			
Last Name	First Name		
1. Smith – Jones	Joe		
2. [REDACTED]	[REDACTED]		
3.			
4.			
5.			
6.			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Note: The applicant may hide the names of the students when submitting the completed survey to USAC. </div>			
If you need more space, please use the reverse side of this survey or attach a copy of this survey marked clearly as a continuation of this form.			
TOTAL HOUSEHOLD INCOME – In the table below, please report for all members of the household.			
Type of Income	Job 1	Job 2	Check If no Income
1. Gross monthly earnings: wages, salary, commissions	\$500	\$	<input type="checkbox"/>
2. Monthly welfare payments, child support, alimony	\$200		<input type="checkbox"/>
3. Monthly payments from pensions, retirement, Social Security	\$		<input type="checkbox"/>
4. Monthly dividends or interest on savings	\$		<input type="checkbox"/>
5. Monthly worker's compensation, unemployment, strike benefits	\$		<input type="checkbox"/>
6. Other monthly (SSI, VA, disability, Farm, other)	\$		<input type="checkbox"/>
Total	\$700		<input type="checkbox"/>

Are You Participating in the Community Eligibility Provision (CEP)

- Nationwide program to reduce NSLP paperwork burden.
- Schools must have at least 40% of their students directly certified to qualify for CEP.
- All students eat free, but this does not mean they are counted as eligible for E-Rate purposes. Must still determine eligibility percentage.
- Schools apply national multiplier (1.6) to directly certified population to determine NSLP eligible population.
- Schools are capped at 100% NSLP eligible for purposes of determining the E-Rate discount.

DISCOUNTS: URBAN OR RURAL STATUS

- Urban or rural status is based on 2010 census data.
- Check your status on USAC's [website](#).
- School districts are considered rural if more than 50% of its schools are rural.
- Library systems are considered rural if more than 50% of its branches are rural.

ADMIN WINDOW: UPDATING ENTITY INFORMATION

- The Admin Window is the period of time we update entity information in EPC – the online E-Rate portal
- Begins early October – closes several days prior to the opening of the Form 471 window.
- This includes:
 - Adding new buildings
 - Correcting addresses
 - Correcting student/NSLP data
 - Adding new users to the portal

Discount Calculations

Data from the MR-81

- Which numbers to use -

County	Sponsor IRN	Sponsor	Site IRN	Site Name	NSLP Provision	Enrollment	Free Lunch Applications	Reduced Price Lunch Applications	Total Free/Reduced Price Lunch Applications	Percent Free Lunch	Percent Reduced Price Lunch	Percent Free and Reduced Price Lunch	CEP Eligible Students	CEP Percentage (Number to use in EPC portal if school participates in CEP)
Columbiana	044735	Salem City Sd	00004119	Buckeye Elementary School	Community Eligibility Provision	455	-	-	-	-	-	79.12%	225	49.45%
Columbiana	044735	Salem City Sd	00031328	Reilly Elementary School	Traditional	374	187	17	204	50.00%	4.55%	54.55%	-	
Columbiana	044735	Salem City Sd	00033472	Salem High School	Traditional	680	240	37	277	35.29%	5.44%	40.74%	-	
Columbiana	044735	Salem City Sd	00033431	Salem Junior High School	Traditional	339	143	24	167	42.18%	7.08%	49.26%	-	
Columbiana	044735	Salem City Sd	00043000	Southeast Elementary School	Traditional	322	153	24	177	47.52%	7.45%	54.97%	-	

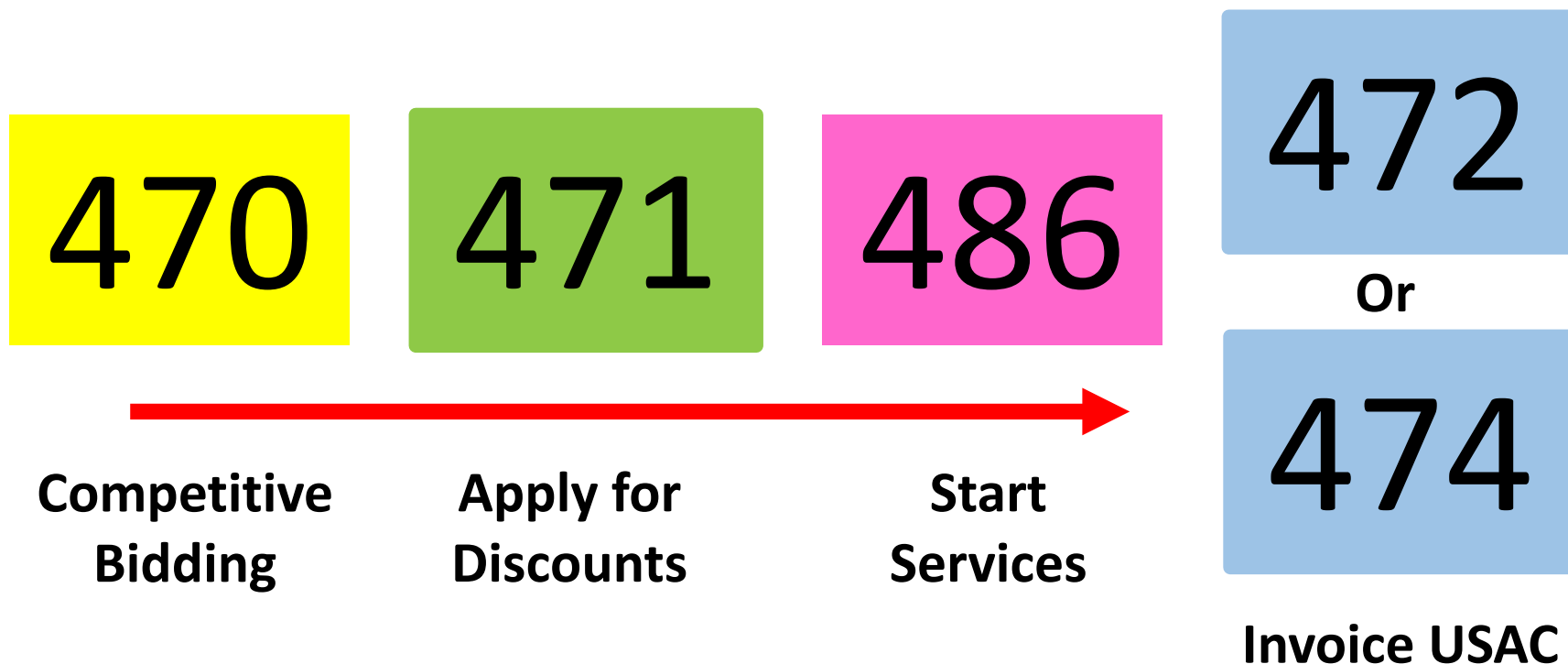
- Enrollment**
- Total Free/Reduced Price Lunch Applications**
or
- CEP Percentage (if participating in CEP)**

Discount Calculations

Using the MR-81 Information

- The current school year's data (October 2019) is typically not released until early/mid February – after the close of the E-Rate Admin Window, so what do we do:
 - You may choose to use the previous year's data (October 2018)
 - Use the October Monthly Site Claim form that was sent to ODE
 - Use a different month, and be prepared to explain during application review
 - Wait and update the information on the Form 471

What Is the Application Process?



Competitive Bidding

FCC Form 470

What is competitive bidding?

- Competitive bidding is a formal process to choose the service providers who will provide your products and services
 - Describe your desired services and requirements (sufficient detail) using FCC Form 470 and RFP.
 - Service providers review your documents and bid on your services.
 - Select the most cost-effective bid using the price of the eligible products and services as the primary factor.



Applicants	Service Providers
<ul style="list-style-type: none">• Determine services needed, file FCC Form 470 and RFP.• Run competitive bidding process.• Select winning bidder, with price of eligible product and services as primary factor.• Respond to PIA.• File other applicant forms (FCC Forms 471, 486, 472, 500, etc.)• Document their compliance with FCC rules on an ongoing basis.• Retain documentation for at least ten years from last date of service delivery.	<ul style="list-style-type: none">• Respond to FCC Form 470 and RFPs.• May assist with responding to PIA on technical services questions (but not competitive bidding).• File other service provider forms (FCC Forms 473, 474, etc.• Document their compliance with FCC rules on an ongoing basis.• Retain documentation for at least ten years from last date of service delivery.

Competitive Bidding Requirements

- The competitive bidding process must be open and fair.
 - "Open" means that information shared with one bidder must be shared with all.
 - "Fair" means that bidders must be evaluated fairly and equally.
- **28-Day Waiting Period**
 - FCC Form 470 and any RFPs (if applicable) must be posted on the USAC website for a minimum of 28 days.
 - The end of the 28-day period is when you are allowed to review bids and select vendors — your allowable contract date (ACD).

Fair and Open Competition: Applicant Actions

Applicants **cannot**:

- Have a relationship with service providers that would unfairly influence the outcome of the competition.
- Furnish service providers with inside competitive information.
- Have ownership interest in a service provider's company competing for services.
- Fail to describe the desired products and services with sufficient specificity to enable interested parties to bid.
- Receive gifts or donations from service providers that violate FCC rules or seek to circumvent FCC rules.
- Violate state and/or local procurement rules.

Fair and Open Competition: Applicant Actions

Applicants and Service Providers **can**:

- Have pre-bidding discussions
- Discuss new product offerings.
- Teach applicants about new technologies.
- Note, however, that all parties must be privy to the same information during the competitive bidding process.

Competitive Bidding: Guiding Principles

- In your FCC Form 470 and RFP, you must describe the desired products and services you need with sufficient specificity for service providers to be able to submit responsive bids.
 - **Services requested on the FCC Form 470 and RFP MUST match.**
 - No generic descriptions (e.g., all Digital Transmission Services).
 - No laundry lists of products and services.
- All potential bidders must have access to your FCC Form 470, RFP, and RFP documents. The process must be open and fair.
- You must be prepared to accept bids and answer questions.

Requests for Proposal (RFPs)

- Requests for Proposals (RFPs) may be created to describe specific needs and circumstances in more detail.
 - USAC uses the terms “RFP” and “RFP document” generically to refer to any supplemental document that helps to describe the requested services or provides more information that is not in the FCC Form 470.
 - For most types of funding requests, you are not required to issue an RFP unless your state or local procurement rules or regulations require it – however, some service requests do require RFPs.
 - If you issue an RFP and/or an RFP document, these documents must be attached to the FCC Form 470 you submit in EPC.

Competitive Bidding: Imposing Restrictions

- Cannot list specific make and model of services sought without also considering equivalent products and/or services.
 - “XYZ manufacturer's router model 345J **or equivalent**”
 - FCC Form 470 will ensure compliance, but double-check your RFP to make sure you’ve included the “**or equivalent**” language.
- Applicants may set some eligible service requirements.
 - Applicants may require service providers to provide services that are compatible with one kind of system over another (e.g. Brand X compatible).
- **Disqualification criteria must be spelled out in FCC Form 470 and/or RFP and be available to all potential bidders.**

- **You are not required to file a Form 470** if services are part of a multi-year contract that is still in effect:
 - Multi-year contract was signed in prior year and the original contract term has not completed;
 - Multi-year contract with contract extensions was signed in prior year, and the contract extensions have not yet expired.
 - In both cases, the contract terms and services are supported by the original FCC Form 470.
- **NOTE: You still need to file a new FCC Form 471 requesting E-Rate support each funding year.**

- **You are not required to file a Form 470** when services qualify for low cost, high speed internet access:
 - The services are not being provided under a multi-year contract.
 - The services qualify for low-cost, high speed internet access.
 - It is commercially available, business class internet access.
 - It offers minimum speeds of 100 Mbps download / 10 Mbps upload.
 - The pre-discount price — including any one-time charges — is \$3,600 or less annually per entity (school or library).
 - It provides basic conduit access to the internet at those required minimum speeds.

What to do when you get no bids

- Reach out to additional potential bidders and ask them to bid.
- If you receive only one bid, *and it is cost-effective*, you may accept it.
 - Document your decision with a memo or email for your records.
- If you did not receive any bids, you can solicit bids.
 - Reach out to vendors in the area.
 - Ask your current service provider to submit a bid or to send you an email that they are willing to continue to provide service at your current level and cost.

Evaluating Bids

- To evaluate incoming bids, you can create a bid evaluation matrix.
- Develop evaluation criteria or factors to assess the bids.
- Assign each evaluation factor a point value or percentage.
 - The price of the **eligible** products and services must be the most heavily weighted factor — the “primary factor” — in your evaluation.
- The vendor who receives the most overall points or the highest percentage is the winner.
- **Disqualification of bid(s) must be tied to the requirements clearly listed on the FCC Form 470 and/or RFP.**

Bid Evaluation Sample

- Evaluate your bids using a matrix with your bid factors and points.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	50	20	50	40
Prior experience w/vendor	20	20	0	20
Product compatible with existing infrastructure	15	10	5	15
Flexible Invoicing: FCC Forms 472 or 474	10	0	10	10
Local or in-state vendor	5	5	0	5
TOTAL	100	55	65	90

- Bidder 3 wins because they received the most points.

Contracts and Legally Binding Agreement

- Applicants must have a signed contract or *other legally binding agreement* in place prior to submitting their FCC Forms 471 to USAC.
- Applicant must not sign a contract before the **Allowable Contract Award Date (ACD)**.
- Signed contracts constitute the best evidence that a legally binding agreement exists.
- Voluntary contract extensions are allowable only when the option is stated in the original provisions of the contract.
- Applicant must rebid the services (i.e., file a new FCC Form 470) if contract extensions are not stated in the contract or RFP.
- Applicants must create a contract record in their EPC profile for each contract and can upload a copy of the contract.

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.
- Backup services – services sought to reduce reliance on any single service provider's network during an outage – 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.
- USAC cannot fund duplicative services.

E-Rate Gift Rules

- Receipt or solicitation of gifts by applicants from service providers (and vice versa) and potential service providers is a competitive bidding violation.
- Service providers may not offer or provide any gifts or thing of value to applicant personnel involved in E-Rate.
- Gift prohibitions are always applicable, not just during the competitive bidding process.
- Must always follow FCC rules and any applicable state/local rules.

E-Rate Gift Rule Exemptions

- Items worth \$20 or less, including meals. The value of these items received by any individual cannot exceed \$50 from one service provider per funding year.
- Gifts to family and friends when those gifts are made using personal funds of the donor and not related to a business transaction or relationship.
- Charitable donations not directly or indirectly related to an E-Rate procurement, and not intended to circumvent any other FCC rule.
- Cure violations by promptly returning any item or paying the donor its market value.
- Prizes at conferences are subject to the \$20/\$50 rule.

To Recap...After the 28-Day Waiting Period, You Can...

1.

Evaluate the bids you received

- Use a bid evaluation matrix

2.

Choose your service provider(s)

- Notify the winner

3.

Sign a contract or legally binding agreement

- Upload the contract into EPC

4.

File the next form (FCC Form 471)

Requesting Funding (FCC Form **471**)

Requesting Funding: FCC Form 471

Application Window

- The filing window for the second program form – the FCC Form 471 – generally opens in mid-January and closes in mid-March.
- You can file this form after you have completed your competitive bidding process, chosen your vendors, and signed contracts (if appropriate). You also must wait for the filing window to open.

Requesting Funding: FCC Form 471

Your FCC Form 471 application can be broken into the following parts:

- Basic information – information about the applicant and contact information.
- Discount information – student counts, urban/rural status of your schools or libraries.
- Funding Request Numbers (FRNs) – for each funding request, you provide:
 - The service provider name and the Service Provider Identification Number (SPIN).
 - Information about the contracts or month-to-month/tariff agreements.
 - The eligible schools/libraries that will receive the services.
 - Your chosen services and their costs.
- Certifications to indicate your compliance with program rules.

Program Integrity Assurance (PIA)

- After submitting FCC Form 471, USAC reviews your application.
- Program Integrity Assurance (PIA) is the group at USAC that reviews your application and makes decisions on funding.
- Your PIA reviewer may contact you to:
 - Verify eligibility of one or more of your schools or libraries or your student counts.
 - Verify eligibility of the requested services.
 - Ask for additional documentation on a variety of topics related to your funding requests.

Responding to your PIA Reviewer

- You have 15 days to respond to PIA questions.
 - You can request one seven-day extension.
- If you need help understanding the PIA questions, ask your reviewer for help.
- To answer inquiries, ask for extensions, or find your reviewer's contact info:
 - Navigate to the FCC Form 471 in EPC.
 - Choose "Related Actions," then choose "Respond to Inquiries."



Funding Commitment

- When PIA's review is complete, you and your service provider receive a notification called the Funding Commitment Decision Letter (FCDL).
- Your FCDL will include USAC's decisions on your funding requests — commitments, modifications, and/or denials – and next steps.
- FCDLs will be emailed to the contact person on the FCC Form 471, and will also be available in the Notifications section of your EPC landing page.
- If you disagree with one or more of USAC's decisions, you or your service provider can [file an appeal](#).
 - The deadline to appeal is 60 days from the date the FCDL is issued.
 - Appeal with USAC first, unless you're requested a waiver of rules.
 - If the appeal is denied by USAC, you may then appeal with the FCC

Document Retention

- You must keep all documentation for 10 years from the last date to receive service.
 - For multi-year contracts this means 10 years from the contract expiration date.
- Retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to your applications.
- For example, for recurring internet access service for FY2020, both the applicant and the service provider must retain all records until at least June 30, 2031.



FCC Form 486

Applicants file the FCC Form 486 to:

- Notify USAC that **services have started** for the Funding Request Numbers (FRNs) listed on the FCC Form 471.
- Report the status of compliance of the entities on those FRNs with the **Children's Internet Protection Act (CIPA)**.

CHILDREN'S INTERNET PROTECTION ACT (CIPA) COMPLIANCE

- CIPA is a law with specific requirements for entities that receive E-Rate discounts on Internet access.
- CIPA compliance includes:
 - Internet safety policy
 - Technology protection measure/filter
 - Holding one hearing or meeting (with reasonable public notice) on the Internet safety policy
 - (For schools only) education for students on Internet safety.

The curriculum or method used to provide CIPA training is a local decision.

Topics to cover:

- Cyberbullying awareness and response, and
- Appropriate online behavior, including interacting with other individuals on social networking sites

A couple of free resources:

- **Netsmartz:** <https://www.netsmartz.org/Home>
- **Commonsense Media:**
<https://www.commonsense.org/education/>

- What is my Service Start Date (SSD)?
 - The first day of the funding year if services start on or before July 1.
 - Any day after July 1, but before June 30 of the funding year that services were actually started. For example:
 - For installations that started on May 25 before the funding year, the SSD is July 1 of the funding year.
 - For services starting August 7 of the funding year, the SSD is August 7 of the funding year.

When do I file the FCC Form 486 ?

- After USAC issues the Funding Commitment Decision Letter (FCDL) with a positive funding commitment.
- The FCC Form 486 MUST be certified no later than 120 days after the **Service Start Date reported on the FCC Form 486** or 120 days after the date of the **FCDL**, whichever is later.

What if I file the FCC Form 486 late?

If you miss this deadline, USAC will adjust your service start date to a date 120 days before the date you certified your form, and your funding commitment may be reduced to reflect the reduction in service time.

- After submitting the FCC Form 486, you and your service provider will receive two notifications.
 - The first notification confirms the form was certified.
 - The second notification is your FCC Form 486 Notification Letter, indicating that your form completed review and informing you of the decision.
- After USAC has approved your FCC Form 486 and services have started, you or your service provider may begin invoicing USAC for the discount amount of the costs of the approved products or services.

FCC Forms **486** Urgent Reminder Notification

- An urgent reminder letter is issued to applicants that appear to have missed the deadline to certify based on the service start date reported on the FCC Form 471.
 - The letter is delivered in the EPC News Feed.
 - Applicants have 15 days from the date of the letter to submit and certify the FCC Form 486 without penalty (if the service start date reported on the FCC Form 471 was the actual service start date).

Invoicing: Form 472 (BEAR)

or Form 474 (SPI)

Preparing for Invoicing

- The applicant and service provider **receive an FCDL** with a positive commitment.
- The applicant **certifies an FCC Form 486** and establishes the actual service start date for FRN(s).
- USAC reviews and approves the FCC Form 486.
- The service provider **certifies an FCC Form 473** (SPAC Form) for each SPIN that will be featured on an invoice for that funding year.

Invoicing Methods

There are two methods to invoice USAC:

1. Filed by Applicant **when invoices are paid in full**

- **FCC Form 472**
 - a.k.a. Billed Entity Applicant Reimbursement (**BEAR**) Form
- Filed online using legacy system (not in EPC)

2. Filed by Service Provider **when invoiced for non-discount portion only**

- **FCC Form 474**
 - a.k.a. Service Provider Invoice (**SPI**) Form
- Filed online or electronically

Invoice method (BEAR or SPI) is the **applicant's choice**.

- Service providers and applicants should have this discussion as early as possible – ideally, before the applicant certifies the FCC Form 471.
- Once the invoice method is set for a Funding Request Number (FRN), it cannot be changed.
 - The invoice method is FRN-specific.

Before You Begin– Applicants Filing BEAR Forms

- Be sure you have an approved Personal Identification Number (PIN) and an approved FCC Form 498 if you intend to file BEAR Forms.
- If you do not have a PIN, contact USAC's Client Service Bureau for assistance at 888-203-8100.



Applicant FCC Form 498

Overview

- Applicants that choose to file an FCC Form 472 (BEAR) must file an **FCC Form 498** in EPC before they can receive payments, as this form collects banking information.
- After submitting the 498, you must upload a copy of a voided check for account verification a:
<https://efile.universalservice.org/ServiceProviderManagement/V1/BankValidation> .
- USAC's 498 Team must review and approve both the form and the banking documentation before the form can be approved.
- Applicants who **only** use the SPI method do not have to file the FCC Form 498.

FCC Form 498 for Applicants

- How often to file?
 - Only when you need to receive a new 498 ID or update an existing FCC Form 498.
 - **Note: Existing FCC Forms 498s must be updated to include an entry in the new Business Type field required by the [DATA Act of 2014](#) and the entity's DUNS Number (if it has not already been provided).**
 - **The issue here is there is no option for public schools/districts or public libraries. Choose an option that most closely represents your entity or choose "Other". You can choose up to 3 business types .**
 - Remember that an update does not take effect until the form is completed and certified by your School or Library Official.
 - If your banking information has changed, you must also provide documentation of the new information.

When to File the BEAR or SPI

- The invoice deadline is:
 - 120 days after the last date to receive service or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.
 - The invoice deadline for FY2018 **recurring services** is October 28, 2019.
 - The invoice deadline for FY2018 **non-recurring services** is January 28.
 - Note: If the calculated deadline falls on a weekend or federal holiday for any particular funding year, the deadline is 11:59 p.m. ET on the following business day.
- File after services are delivered and paid.
- You can choose the frequency (annually, semi-annually, quarterly, etc.).



Requesting an Invoice Extension

- File invoice deadline extension requests in EPC
- Click on the Billed Entity name on the Landing Page and choose **Invoice Deadline Date Extension Requests** from the **Related Actions** menu.
- Invoice deadline extension requests **must be filed ON OR BEFORE the invoice deadline date.**
- Filers can receive **ONE** 120-day extension of the time to file.
- If applicants or service providers miss the deadline to file an invoice or to request an invoice deadline extension, they must file a request for waiver of the invoice deadline with the FCC.
 - The FCC must grant the waiver request before USAC can process an invoice.
- However, if USAC rejects a timely filed BEAR or SPI, the applicant can appeal that rejection directly to USAC.

Deadline Recap

- **FCC Form 470**

- Post to the USAC website no later than 28 days before the last day of the FCC Form 471 filing window.

- **Admin Window**

- October 1st – closes several days prior to the opening of the Form 471 window

- **FCC Form 471**

- File only during the application filing window (exact dates vary each year) but should be similar to last year.
- File by 11:59 PM EDT on the last day of the filing window.

- **FCC Form 486**

- Deadline is 120 days after service start date or 120 days after the date of the FCDL — whichever is later.

- **FCC Forms 472 and 474 (invoicing)**
 - Deadline is 120 days after the last day to receive service or 120 days after the date of the FCC Form 486 Notification Letter — whichever is later.
 - For most applicants these dates are October 28 (for recurring services) and January 28 (for non-recurring services) following the close of the funding year.
- **Invoice Deadline Extensions**
 - You can request and receive one 120-day extension of the invoice deadline.
 - The request must be submitted on or before the original invoice deadline.
 - You do not need to provide a reason for your request.

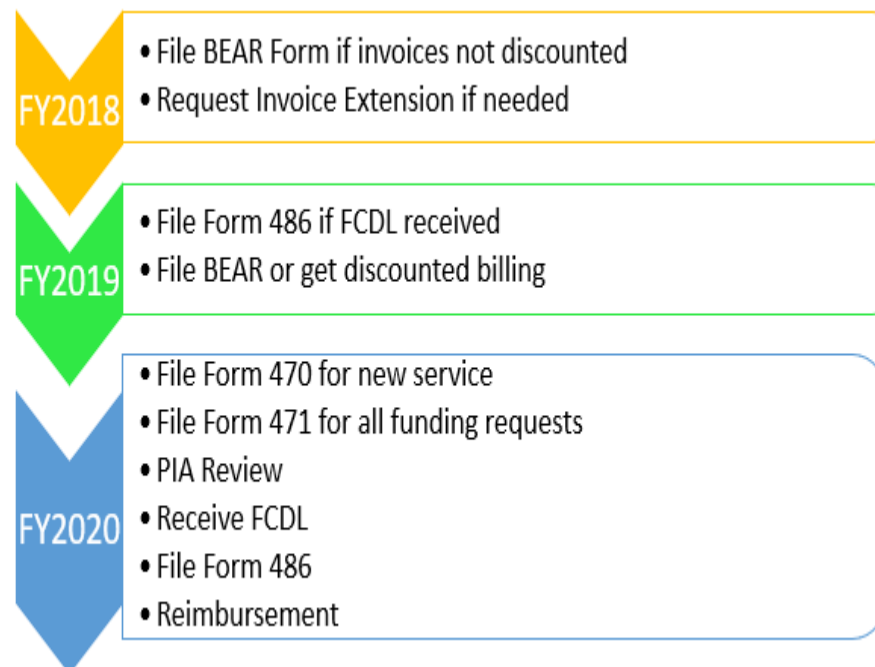
Funding Cycle

With E-Rate, it's typical to be dealing with up to 3 funding years at any given time

Annual Funding Cycle



To Do List by Funding Year



E-Rate FY2020-21 Timeline Checklist

Application Steps <i>(Initial box when item completed)</i>	Completed/ Filed (applicant responsibility)	Notification Received (Posted in EPC Portal)
Form 470 (wait minimum 28 days <u>after</u> filing before awarding contracts or filing the Form 471!!) *Allowable Contract Date _____		
Last Day to file a Form 470 –		
Admin Window Deadline –		
Form 471 Window opens: Window closes:		
Form 471 Receipt Acknowledgement Letter (RAL) located in EPC portal – Check app for errors!		
Funding Commitment Decision Letter (FCDL) located in EPC portal - Read carefully		
*Appeal all denials (60 days from FCDL)		
Form 486 (120 days from <u>start</u> of service or receipt of FCDL, whichever is later)		
Discounts on Bills (Inform service provider)		
Form 498 – Allows direct payment to the applicant - Must be filed and processed in order to file BEAR form – *Note: this is a single submission. You do not file annually, as with other forms. If corrections are needed, modify existing form in EPC.		
Form 472 BEAR (reimbursement – must be filed 120 days <u>after</u> end of service if bills were not discounted) File in legacy system		
BEAR Reimbursement Payment Received		

Timeline Checklist

For a copy of the Timeline Checklist,
go to my website at
<https://www.ohio-k12.help/erate/e-rate-resources/>

Quick Way to Get the Information Needed

Go to: www.E-Ratecentral.com



Applicant: ABC Local School District
Billed Entity: 129000

FY	Req. FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed	Total Disbursed	Remaining Balance	Util. %
2019	4	4	4	\$254,854.66	\$55,371.60	\$179,284.00	\$234,655.60	\$0.00	\$234,655.60	0%
2018	3	3	3	\$58,796.30	\$58,796.30	\$0.00	\$58,796.30	\$58,046.30	\$750.00	99%
2017	2	2	2	\$37,695.31	\$37,695.31	\$0.00	\$37,695.31	\$37,695.31	\$0.00	100%
2016	8	4	3	\$108,490.42	\$54,026.45	\$0.00	\$54,026.45	\$53,624.93	\$401.52	99%
2015	3	3	3	\$48,163.04	\$48,700.39	\$0.00	\$48,700.39	\$48,107.45	\$592.94	99%
2014	4	4	4	\$54,003.45	\$54,003.45	\$0.00	\$54,003.45	\$52,388.80	\$1,614.65	97%
2013	4	4	4	\$87,390.64	\$87,390.64	\$0.00	\$87,390.64	\$87,214.99	\$175.65	100%

<u>471</u>	<u>FRN</u>	<u>SPIN</u>	<u>Service Provider</u>
181006068	1899074855	143034775	Agile Network Builders
181006068	1899074935	143001688	The Ohio Bell Telephone Company
181006068	1899075109	143001688	The Ohio Bell Telephone Company

1. Enter you Billed Entity Number.
2. Click on Funding Year
3. See your 471, FRN, and SPIN information.

The Elephant in the Room!

Category 2 Update



CATEGORY TWO (C2)

Currently:

- USAC calculates a C2 budget for each individual school.
 - The budget for one entity cannot be shared with other entities in a consortium, district, or system.
- The school can receive discounts on the cost of C2 services up to its C2 budget amount. It can:
 - Spend the budget over a five-year period,
 - Use the entire budget in one funding year,
 - Allocate over five different funding years,
 - Spend the budget on one, two, or all three of the C2 service types.

Remember: there is no fixed budget for Category 1 funding

FIVE-YEAR CATEGORY TWO (C2) BUDGETS

- The C2 budget is re-calculated every year.
 - More students in a school results in a budget increase.
 - Fewer students in a school results in a budget decrease.
 - ◇ If the C2 budget decreases below funding already spent for the five-year period, the school does not have to reimburse USAC for the discount on the difference between the budget and the pre-discount amount.
- The C2 budget multiplier has been adjusted each year for inflation.

CALCULATING YOUR C2 BUDGET?

(Figures as of FY2019)

Currently:

- **Pre-discount budget** calculations are based on the number of students at each school.
 - ◇ Total students (full time + part-time) x \$159.67
- Minimum budget of \$9,793.04
 - If the budget calculation results in a value less than \$ 9,793.04, the school's pre-discount budget is set at the minimum budget
- Remaining C2 Budget = (Pre-discount budget) – (Pre-discount amounts committed in prior funding years **FY2016 forward**)

OTHER CATEGORY 2 BUDGET INFORMATION

Currently:

- **NIFs do not have C2 budgets.**
 - If the NIF is essential for the transport of the services to a school or library, the entities benefiting from the services must allocate the costs from their budgets.
 - If the NIF receives services for itself, those costs must be allocated out of the funding request.
- Check the **Category Two Budget** within EPC for each school (this tool reflects funding used from FY2016 – FY2019)
 - Applicants can return unused committed funds from prior funding years using the FCC Form 500 for FY2016 forward.

WHAT ABOUT C2 FUNDING GOING FORWARD?

We're waiting on answers:

- The FCC implemented C2 funding beginning in FY2015 as part of the E-Rate Modernization Order
- The FCC rules say that the C2 budgets are for 5-years, based on the first year that any school in the district was committed C2 funding.
- If the FCC does not make a decision to continue C2, only applicants that requested funding in FY2016, forward, will qualify for funding, providing a building's budget has not been exhausted.
- **If you received C2 in FY2015, FY2019 was your 5th year. If the FCC does nothing, you will not qualify for C2 in it's current form for FY2020.**

FIVE-YEAR CATEGORY TWO (C2) BUDGETS

Quickest way to determine 1st year C2 was used:

- Go to www.e-ratecentral.com , and enter your Billed Entity Number under “Funding History Search”

FY	Req. FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed	Total Disbursed	Remaining Balance
2019	3	3	3	\$746,136.90	\$746,136.90	\$0.00	\$746,136.90	\$0.00	\$746,136.90
2018	4	4	4	\$2,901,392.24	\$761,256.90	\$2,121,012.12	\$2,882,269.02	\$0.00	\$2,882,269.02
2017	5	5	5	\$1,039,212.87	\$991,996.49	\$0.00	\$991,996.49	\$912,494.91	\$79,501.58
2016	5	5	5	\$1,973,797.56	\$1,961,836.80	\$0.00	\$1,961,836.80	\$1,757,887.65	\$203,949.15
2015	7	7	7	\$6,019,120.84	\$2,254,426.29	\$3,094,601.75	\$5,349,028.04	\$5,287,461.49	\$61,566.55
2014	6	6	6	\$2,101,337.35	\$2,062,750.76	\$0.00	\$2,062,750.76	\$1,895,506.69	\$167,244.07
2013	7	5	5	\$2,071,999.96	\$2,060,244.55	\$0.00	\$2,060,244.55	\$2,047,533.93	\$12,710.62
2012	12	11	11	\$4,104,031.79	\$2,171,451.71	\$0.00	\$2,171,451.71	\$2,113,065.27	\$58,386.44
2011	10	10	10	\$3,937,518.79	\$3,937,579.68	\$0.00	\$3,937,579.68	\$3,731,670.34	\$205,909.34

- If there is a value listed for FY2015 under the “Committed Category 2” column, you will not qualify for C2 funding for FY2020 unless the FCC resets your budget

What's Being Proposed

On August 16, 2019 the initial comment period for the Federal Communications Commission's Category Two Notice of Proposed Rulemaking (NPRM) closed, with the FCC receiving more than 100 comments from E-Rate stakeholders nationwide.

Support was almost unanimous for the following regulatory reforms:

- Permanently retaining the Category Two budget/cap system
- Enforcing the C2 cap on a systemwide basis (instead of site by site)
- Retaining Basic Maintenance, Managed Internal Broadband Services, and caching on the program's Eligible Services List
- Adding C2 support for advanced network security technologies

What's Being Proposed

While opinion is split between “rolling” or “static” budget periods, almost all commenters who expressed an opinion favored a total reset of prior years’ C2 utilization status starting in FY2020.

Other reforms supported by multiple stakeholders include:

- Eliminating C2 “subcategories” (IC/BMIC/MIBS) and collapsing the Eligible Services List into only Category One and Category Two services
- Raising the cap calculation factor to at least \$250/student and \$5/square foot for libraries
- Eliminating C2 equipment transfer restrictions
- Reducing the need for cost-allocations by allowing C2 equipment to be installed in Non-Instructional Facilities (NIFs)
- Allowing multi-year maintenance and support agreements to be funded as a one-time cost in a single Funding Year
- Raising the budget “floor” for less populated and smaller locations to at least \$25,000

Eligible Services

The background of the slide features several overlapping, semi-transparent geometric shapes. There are several light blue rectangles and polygons of various sizes and orientations. One prominent shape is a large, light blue rectangle on the right side. Another is a smaller, darker blue rectangle overlapping it. In the lower-left area, there is a small orange rectangle. The overall effect is a modern, abstract design.

Eligible Services

The eligible services list contains a general description of the products and services that will be eligible for discounts, along with additional helpful information such as eligibility conditions for each category of service for each specified funding year.

- The eligible services list is **published annually at least 60 days before the application filing window opens.**
- Every year there is a **public comment period in which stakeholders may recommend additions and** revisions to the ESL and provide feedback on the eligible services list.

Eligible Services: Category One

Per the FY 2019 ESL, these consist of the services needed to support broadband connectivity to eligible schools and libraries. These services provide broadband to eligible locations (including data links that connect multiple points), services used to connect locations to the Internet, and services that provide basic conduit access to the Internet.

- Data Transmission Services
- Internet Access

Eligible Services: Category One Examples

- Broadband over Power Lines
- Cable Modem
- DS-1, DS-2, DS-3, DS-4
- Ethernet
- Leased Dark Fiber (including dark fiber indefeasible rights of use (IRUs) for a set term)
- Self-Provisioned Network
- Satellite Service
- Microwave
- Multi-Protocol Label Switching (MPLS)

Category One: Eligible Fiber Services

- The FCC's *2014 Second E-Rate Order* provided additional flexibility to schools and libraries seeking to access affordable high-speed broadband connections.
- The Order amended the E-Rate program's eligible services list to equalize the treatment of lit and dark fiber and made special construction charges beyond the applicant's property line and modulating electronics to light dark fiber eligible for Category One support.
- When cost-effective, the Order also allows for funding of applicant-owned broadband networks.

Category One: Eligible Fiber Services

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

The E-Rate applicant leases capacity (i.e., a specific number of strands) on a service provider-owned and maintained fiber network. The applicant pays separately for modulating equipment to light the fiber in order to transmit data over that fiber.

Self-Provisioned Networks*

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 of the network, including all of the fiber strands and conduit.

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

Category One: Eligible Fiber Services

Applicants may request E-Rate support for the following charges (by type of service):

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
- Network equipment
- Maintenance and operations charges
- Basic installation charges

Self-Provisioned Networks

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

Category One: Fiber Special Construction

- Special construction charges are the upfront, non-recurring costs of deploying new or upgraded network facilities to eligible entities.
- Special construction charges eligible for Category One (C1) support consist of three components:
 - Construction of network facilities;
 - Design and engineering; and
 - Project management.
- Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioned networks.

Category One: Fiber Competitive Bidding

Leased **lit** fiber:

- Post an FCC Form 470 that specifies leased lit fiber as the requested service.
- Use the “Leased Lit Fiber (with or without Internet Access)” drop-down option on the FCC Form 470.

Leased **dark** fiber:

- If you request bids for Leased Dark Fiber solution you must also request bids for a Leased Lit Fiber solution.
- Use the “Leased Dark Fiber and Leased Lit Fiber” drop-down option on the FCC Form 470.

Category One: Fiber Competitive Bidding

Self-provisioned networks

- If you request bids for a Self-Provisioned Network solution, you must also request bids for services provided over third-party networks.
- Use the “Self-Provisioned Network (Applicant Owned and Operated Network) and “Services Provided Over Third-Party Networks” drop-down option on the FCC Form 470.

Initiating a Request for Bids

- Applicants initiate the required competitive bidding process by submitting the FCC Form 470 in the E-Rate Productivity Center (EPC).
- In EPC, the FCC Form 470 has a drop-down menu of eligible services; applicants must select the services for which they would like to seek bids.

Initiating a Request for Bids: FCC Form 470 Drop Downs

Drop-Down Options	Description
Internet Access: ISP Service Only (No Transport Circuit Included)	When only seeking bids for commercial internet access service. Note: this does not include any type of transport circuit.
Internet Access and Transport Bundled (Non-Fiber)	When seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
Leased Lit Fiber (with or without Internet access)	When seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).

Initiating a Request for Bids: FCC Form 470 Drop Downs

Drop-Down Options	Description
Leased Dark Fiber and Leased Lit Fiber	When seeking bids that include Leased Dark Fiber. This option ensures compliance with the competitive bidding requirement that applicants requesting bids for Leased Dark Fiber also request bids for Leased Lit Fiber. When requesting Dark Fiber, you are required to provide a formal RFP detailing the service requested.
Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks	When seeking bids for services provided over a self-provisioned network on a technology-neutral basis (e.g., fiber, copper, microwave, or coaxial cable). This option ensures compliance with the competitive bidding requirement that applicants requesting bids for a Self-Provisioned Network also request bids for services provided over Third Party Networks. When requesting Self-Provisioned Network, you are required to provide a formal RFP detailing the service requested.
Transport Only – No ISP Service Included (Non-Fiber)	When seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).

Initiating a Request for Bids: FCC Form 470 Drop Downs

Drop-Down Options	Description
Cellular Data Plan/Air Card Service	When only seeking bids for a commercial wireless data plan only. Note: only eligible when this is the most cost effective means of receiving service.
Network Equipment	When seeking bids for modulating electronics or other equipment necessary to make a Category One service functional. Note: not subject to Category 2 budgets.
Maintenance & Operations	When seeking bids for maintenance and operations costs for Leased Dark Fiber or a Self-Provisioned network.
Other	When the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

Eligible Services: Category Two

Per the FY 2019 ESL, these consist of the internal connections needed for broadband connectivity within schools and libraries. **Support is limited to the internal connections necessary to bring broadband into, and provide it throughout, schools and libraries.**

- Internal Connections
- Managed Internal Broadband Services (MIBS)
- Basic Maintenance of Eligible Broadband Internal Connections (BMIC)

Eligible Services: Category Two

Services Summary

- Internal Connections (IC) - The equipment and services used to bring broadband into, and provide it throughout, schools and libraries (e.g., routers, access points, switches, cabling, license).
- Managed Internal Broadband Services (MIBS) – Third-party operation, management, and monitoring of eligible broadband internal connections (owned or leased equipment).
- Basic Maintenance of Eligible Broadband Internal Connections (BMIC) – Basic maintenance and technical support appropriate to maintain reliable operation for eligible broadband internal connections.

Eligible Services: Category Two

Note – Currently, managed internal broadband services, caching, and basic maintenance of internal connections are eligible for support through FY2019.

The pending rulemaking on Category Two services proposes to, among other things, extend the eligibility of these services.

Absent Commission action, these services will only remain eligible to entities still operating under their five-year budget cycle in FY2020.

Eligible Services - Category Two: Licenses vs. Maintenance Support Services

Licenses:

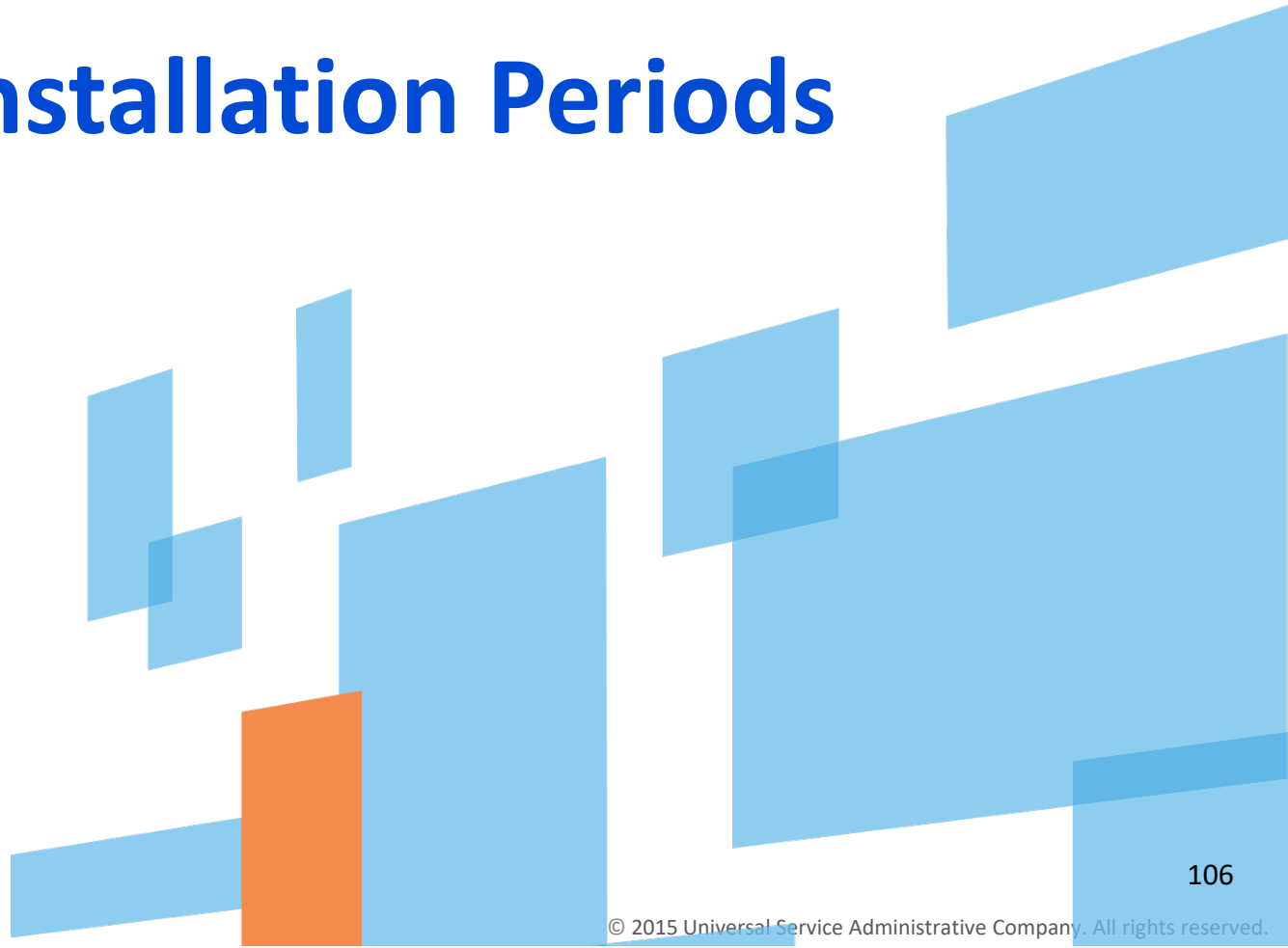
- Classified as Internal Connections under Category Two.
- Licenses that are right-to-use (necessary for the functionality of the eligible internal connection device) are fully eligible in the requested Funding Year.
- Example: The cost of a 3 year RTU license for an eligible switch could be requested fully as a one-time charge.

Eligible Services - Category Two: Licenses vs. Maintenance Support Services

Maintenance Support Services (MSS):

- Classified as BMIC under Category Two.
- Maintenance Support Services which can include bug fixes, software upgrades, and security/software patches are eligible for a pro-rated amount that covers the current funding year.
- Example: The cost of 3-year MSS would need to be pro-rated so that only one third of the cost are requested in the applicable funding year.

Installation Periods



Early Installation – Category One

What is early installation?

- Some **Category One** non-recurring components can be installed as early as January 1, prior to the July 1 start of the funding year, providing:
 - The service provider has selected pursuant to an FCC Form 470 posting;
 - Construction begins after selection of the service provider;
 - The Category One recurring service depends on the installation of the infrastructure



What is early installation?

- The **Category One** recurring service's actual start date is on or after July 1 of the funding year.
- NOTE:** The invoices (BEAR or SPI) cannot be dated before July 1 of the funding year.

Additional Reminder: Funding is **not** guaranteed until USAC makes a commitment.

Category Two Non-recurring Services (Internal Connections)

- Installation of **Category Two** non-recurring services **may begin on April 1 prior to the July 1 start of the funding year.**
- The service delivery deadline for the implementation for **Category Two** non-recurring services is September 30 following the end of the funding year.



Additional Reminder: Funding is **not** guaranteed until USAC makes a commitment.

E-Rate Productivity Center (EPC)

An abstract graphic design featuring several overlapping, tilted rectangular shapes in various shades of blue. A single, solid orange rectangle is positioned in the lower-left area of the composition, standing out from the blue elements. The shapes are arranged in a way that creates a sense of depth and movement.

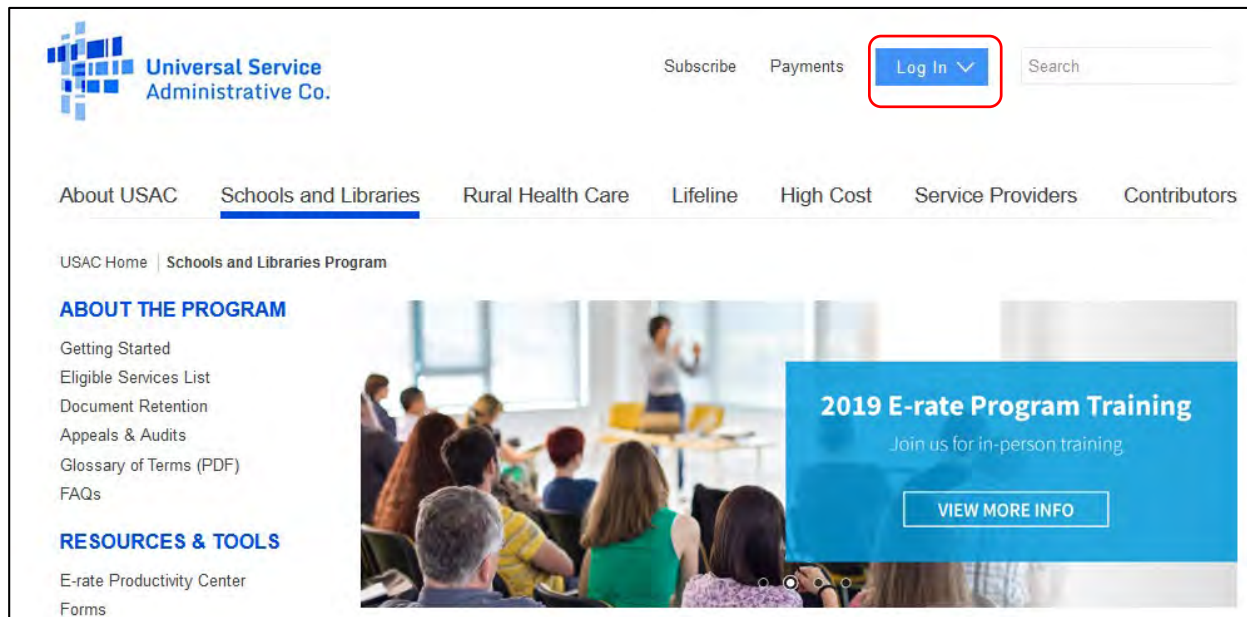
E-Rate Productivity Center (EPC)

- What is EPC?
 - Account and application management portal
 - Manage program processes, receive notifications, and contact customer service.
- What can you do in EPC?
 - File most program forms
 - Maintain a list of your related entities
 - Update entity information
 - **Account Administrators** can add users on their organization's account and assign them rights (permissions) to file program forms.

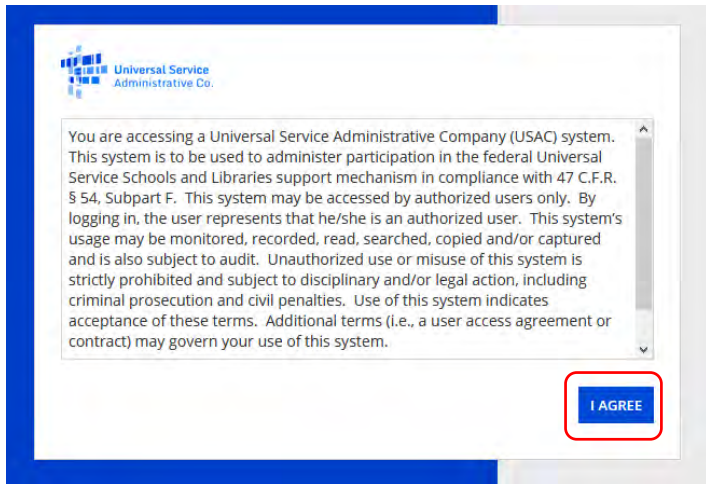
Logging Into EPC

Go to EPC:

- <https://portal.usac.org/suite/>
- Or
- www.usac.org/sl and click on “Log In” and choose EPC



Logging Into EPC

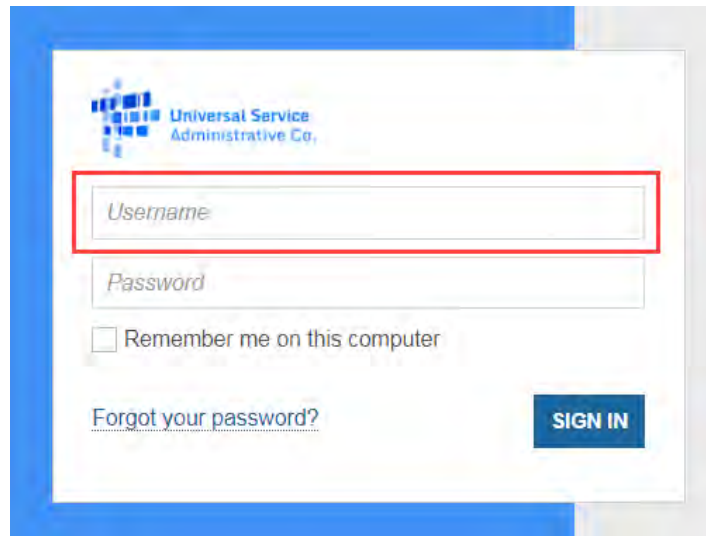


Universal Service Administrative Co.

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.

I AGREE

- Click on “I Agree” and then:
- Type in your username instead of copying and pasting.
- Enter it in **all lowercase**.



Universal Service Administrative Co.

Username

Password

☐ Remember me on this computer

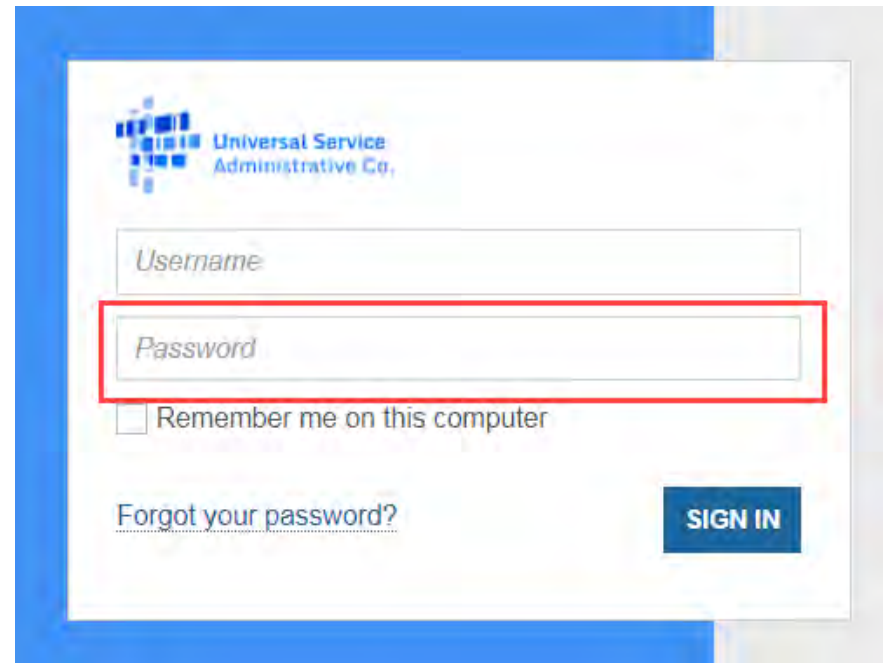
[Forgot your password?](#)

SIGN IN

- **BTW**....USAC is implementing dual factor authentication in the very near future. More details will be coming.

Logging Into EPC

- Tips for Creating your Password
 - Be at least eight characters
 - Has not been used in the previous four passwords
 - Contains at least one numeral (0 through 9)
 - Contains at least one special character (such as !, \$, #, %)
 - Contains at least one uppercase letter (A through Z)
 - Contains at least one lowercase letter (a through z)



Universal Service Administrative Co.

Username

Password

☐ Remember me on this computer

[Forgot your password?](#)

SIGN IN

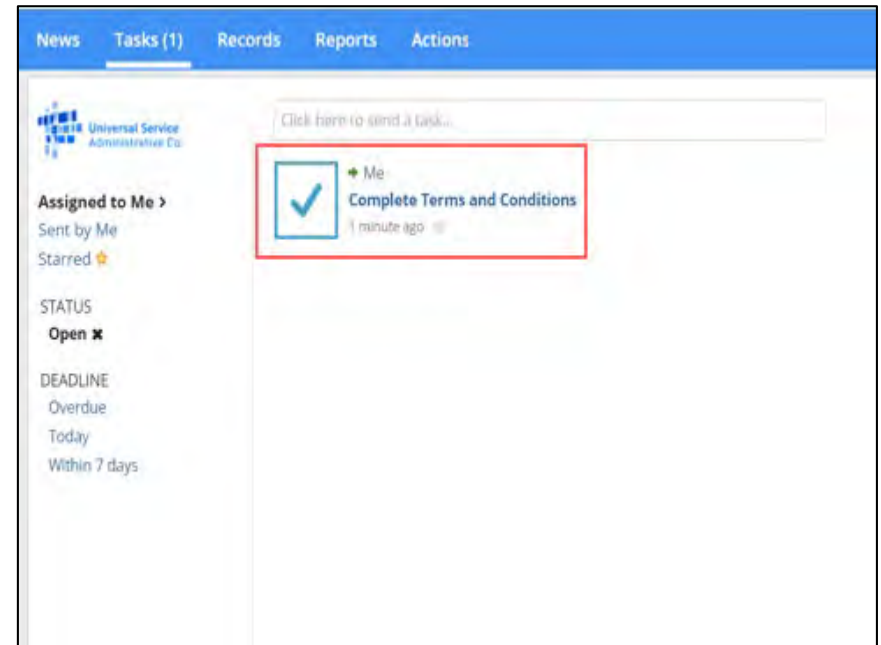
Logging Into EPC

- Forgot your Password?
- Enter the email address associated with the account (the EPC username).
- Click SEND EMAIL.
- You will receive email from **portal@usac.org**, subject "Universal Service Administrative Company (USAC) Password Reset".
 - The link in the email is only active for 15 minutes. If it times out, go back through the steps again.

The image displays two screenshots of the Universal Service Administrative Co. login interface. The top screenshot shows the main login page with fields for Username and Password, a "Remember me on this computer" checkbox, a "SIGN IN" button, and a red-bordered link for "Forgot your password?". The bottom screenshot shows the "Forgot Password" page with a Username field, instructions to enter the username and click "Send Email", a "Back to sign-in page" link, and a "SEND EMAIL" button.


NEW EPC USERS: Terms and Conditions

- In order to access EPC functions, **every user must accept Terms & Conditions.**
- New user accounts are considered inactive and will not have access until the Terms & Conditions are accepted.
- The new user will not appear under the organization's profile until they have accepted the Terms and Conditions.
- Once you are created as a new user in EPC:
 - Log in to EPC
 - Click Tasks (1) on the top left corner and then on the "Complete Terms and Conditions" task to accept.



Landing Page View

My Landing Page



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

Welcome, [School District 18!](#)

Notifications

Notification Type FCDL

Funding Year 2017

Status All
☐ Generated
☐ Not Generated

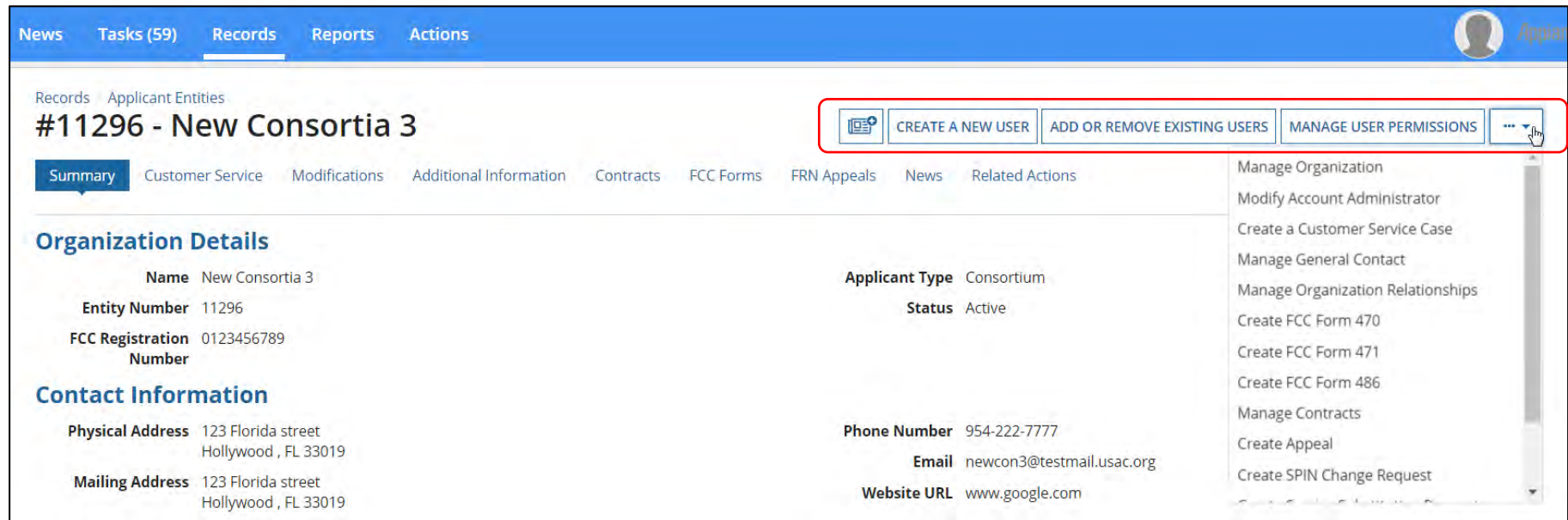
Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 18	170	Springfield	OH	45501
School District 18 NIF	171	Springfield	OH	45501
School District 18 School A	172	Springfield	OH	45502
School District 18 School B	173	Springfield	OH	45501

Clicking on the district's (Billed Entity) name will take you to the district's "Organization Detail" summary page.

EPC Entity Profile – Account Administrator



News Tasks (59) Records Reports Actions

Records Applicant Entities

#11296 - New Consortia 3

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS

Summary Customer Service Modifications Additional Information Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name New Consortia 3

Entity Number 11296

FCC Registration Number 0123456789

Contact Information

Physical Address 123 Florida street
Hollywood, FL 33019

Mailing Address 123 Florida street
Hollywood, FL 33019

Applicant Type Consortium

Status Active

Phone Number 954-222-7777

Email newcon3@testmail.usac.org

Website URL www.google.com

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

If logging in as the Account Administrator, you will see the options to **Manage Users**.

EPC Entity Profile – Full Rights User View

News Tasks (3) Records Reports Actions

Records / Applicant Entities

#19554 - Testing SD 123

MANAGE ORGANIZATION CREATE A CUSTOMER SERVICE CA... MANAGE ORGANIZATION RELATI... ⋮

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name Testing SD 123

Entity Number 19554

FCC Registration Number 1234567890

Applicant Type School District

Status Active

Contact Information

Physical Address 2455 Country Club Rd
Lake Oswego, OR 97034

Mailing Address 2455 Country Club Rd
Lake Oswego, OR 97034

Phone Number 123-456-7898

Email

Website URL

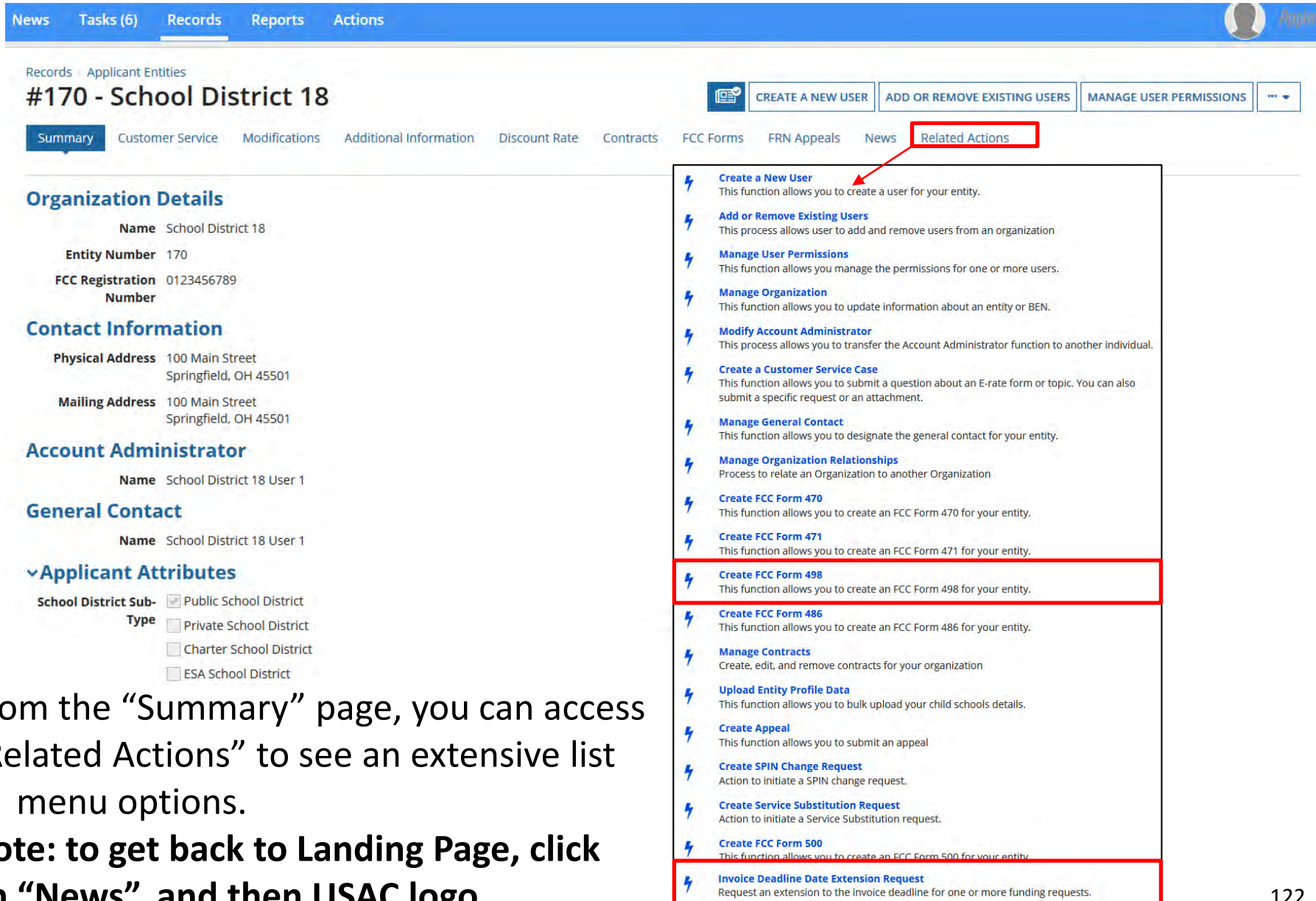
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request
- Create Service Substitution Request
- Create FCC Form 500
- Hurricane Impact Designation

If logging in as a Full Rights user, you will see the options to **Manage Organization**.

Notes on filing program forms

- FCC Forms 470, 471, 486 can be filed from:
 - The quick links below the menu bar – OR –
 - The pull down in the upper right of the Billed Entity's "Organization Detail" summary page – OR –
 - The "Related Actions" menu from the Billed Entity's summary page
- A **new** FCC Form 498 can be filed from the Billed Entity's "Organization Detail" summary page by clicking "Related Actions."
 - Only the school or library official or general financial contact will be able to see the FCC Form 498 link.
- To update an **existing** Form 498, click on "Records" on the menu bar, select "FCC Form 498", and then the application record. From there, click on "Modify FCC Form 498"

“Related Actions” Menu



News Tasks (6) Records Reports Actions

Records Applicant Entities

#170 - School District 18

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

Organization Details

Name School District 18

Entity Number 170

FCC Registration Number 0123456789

Contact Information

Physical Address 100 Main Street
Springfield, OH 45501

Mailing Address 100 Main Street
Springfield, OH 45501

Account Administrator

Name School District 18 User 1

General Contact

Name School District 18 User 1

Applicant Attributes

School District Sub-Type

- ☒ Public School District
- ☐ Private School District
- ☐ Charter School District
- ☐ ESA School District

Create a New User

This function allows you to create a user for your entity.

Add or Remove Existing Users

This process allows user to add and remove users from an organization

Manage User Permissions

This function allows you manage the permissions for one or more users.

Manage Organization

This function allows you to update information about an entity or BEN.

Modify Account Administrator

This process allows you to transfer the Account Administrator function to another individual.

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 General Contact

This function allows you to designate the general contact for your entity.

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

Upload Entity Profile Data

This function allows you to bulk upload your child schools details.

Create Appeal

This function allows you to submit an appeal

Create SPIN Change Request

Action to initiate a SPIN change request.

Create Service Substitution Request

Action to initiate a Service Substitution request.

Create FCC Form 500

This function allows you to create an FCC Form 500 for your entity.

Invoice Deadline Date Extension Request

Request an extension to the invoice deadline for one or more funding requests.

From the “Summary” page, you can access “Related Actions” to see an extensive list of menu options.

Note: to get back to Landing Page, click on “News”, and then USAC logo.

School Detail Page

My Landing Page

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Universal Service Administrative Co.

Welcome, [School District 18!](#)

Notifications

Notification Type:

Funding Year:

Status: ☒ All ☐ Generated ☐ Not Generated

Notification	Description	Issued Date	Generated By
No items available			

My Entities

Entity	Entity Number	City
School District 18	170	Springfield
School District 18 NIF	171	Springfield
School District 18 School A	172	Springfield

Click on the name of each school, and then “Manage Organization”, to edit information pertaining to this building, such as Student or NSLP Counts.

Note: You also have the option to provide information if there is an annex associated with this school.

Records / Applicant Entities

#172 - School District 18 School A

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Organization Details

Name	School District 18 School A	Applicant Type	School
Entity Number	172	Status	Active
FCC Registration Number			

Contact Information

Physical Address	500 North Street Springfield, OH 45502	Phone Number	555-565-5555
Mailing Address	500 North Street Springfield, OH 45502	Email	school.district18.user1@mailinator.com
		Website URL	

Modify An Organization - School Detail View

Modify An Organization

Name *

School District 18 School A

Physical Address

Address Line 1 *

500 North Street

Address Line 2**City ***

Springfield

State *

OH

Latitude / Longitude

User-entered Latitude ?**User-entered Longitude ?**

Urban/Rural

User Entered Urban/Rural Status

☐ Rural☒ Urban

Organization Type

Applicant

County**Zip Code ***

45502

Zip Code Extension

Click the button below to get standard USPS address

VERIFY MY ADDRESS

Latitude ?**Longitude ?**

LOOKUP URBAN/RURAL STATUS

Urban/Rural Status ?

☐ Rural☐ Urban

View after clicking on “Manage Organization”
From here, you can correct building addresses.

Modify An Organization - School Detail View

School Information

School Sub-Type *

☒ Public School
☐ Private School

Check All That Apply

☐ Pre-K
☐ Head Start
☐ Adult Education
☐ Juvenile Justice
☐ Dormitory

Number of Full Time Students *

430

Total Number of Part-Time Students *

0

Community Eligibility Program (CEP)? *

☐ Yes
☒ No

Does this organization have an endowment? *

☐ Yes
☒ No

State School Code

School IRN

State LEA Code

District IRN

NCES Public State Code

NCES Public District Code

NCES Public Building Code

FCC Registration Number

CANCEL

SUBMIT

Is this school part of a school district?
Yes

☐ Charter School
☐ Tribal School
☐ New Construction School
☐ ESA School
☐ BIE

Peak Number of Part-Time Students *

0

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

360

Alternative Discount Method *

None

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

Update Student and NSLP counts. If participating in CEP, select “Yes” and enter the % of Direct Certified Students in the “CEP Percentage” field, which will replace the “Alternative Discount Method” field.

If not present, enter School and District IRN’s, and click on “Submit”

Discount Calculations

Data from October 2018 MR-81 :

County	Sponsor IRN	Sponsor	Site IRN	Site Name	NSLP Provision	Enrollment	Free Lunch Applications	Reduced Price Lunch Applications	Total Free/Reduced Price Lunch Applications	Percent Free Lunch	Percent Reduced Price Lunch	Percent Free and Reduced Price Lunch	CEP Eligible Students	CEP Percentage (Number to use in EPC portal if school participates in CEP)
Columbiana	044735	Salem City Sd	00004119	Buckeye Elementary School	Community Eligibility Provision	455	-	-	-	-	-	79.12%	225	49.45%
Columbiana	044735	Salem City Sd	00031328	Reilly Elementary School	Traditional	374	187	17	204	50.00%	4.55%	54.55%	-	
Columbiana	044735	Salem City Sd	00033472	Salem High School	Traditional	680	240	37	277	35.29%	5.44%	40.74%	-	
Columbiana	044735	Salem City Sd	00033431	Salem Junior High School	Traditional	339	143	24	167	42.18%	7.08%	49.26%	-	
Columbiana	044735	Salem City Sd	00043000	Southeast Elementary School	Traditional	322	153	24	177	47.52%	7.45%	54.97%	-	

When using CEP, enter the Enrollment count and the CEP percentage. The EPC portal will calculate the Free/Reduced Total for you.

School Detail View – Category 2 Budget

The screenshot shows the 'School Detail View' for '#172 - School District 18 School A'. The navigation menu includes 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Category Two Budget' (highlighted with a red box), 'Contracts', 'FCC Forms', 'News', and 'Related Actions'. The 'Organization Details' section shows 'Name: School District 18 School A', 'Entity Number: 172', 'FCC Registration', 'Applicant Type: School', and 'Status: Active'. The 'Category Two Budget Status' section has a button 'GET CATEGORY 2 BUDGET INFORMATION' (highlighted with a red box). Below this is a table with the following data:

BEN Name	BEN Number	Budget Cycle Name	C2 Budget Amount	C2 Committed Amount	Remaining Balance	Pending C2 Requested Amount
School District 18 School A	172	Budget Cycle 1	\$80,473.20	\$77,505.00	\$2,968.20	\$0.00

Drill down to each school from the Landing Page. Click on “Category 2 Budget”, and then “Get Category 2 Budget Information” to see remaining budget.

My Landing Page



Training

Welcome, School District 18!

Notifications

Notification Type *Please select a value*

Funding Year *— Select a Funding Year —*

Status ? All

☐ Generated

☐ Not Generated

Notification

Description

Issued Date

Generated By

Generated On

No items available

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

From the Landing Page, click on “Manage Users” and then select organization from the list.

Click on “Create New User”

Manage Users

Existing Organizations

☐ Organization ID

City

State

☒ School District 18

Springfield

OH

CANCEL

CREATE A NEW USER

ADD AND REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

Creating New User

Create A User for School District 18

User Details

User Type
Applicant

First Name *	Job Title *
<input type="text"/>	<input type="text"/>
Last Name *	Phone Number *
<input type="text"/>	<input type="text"/>
Middle Initial	Phone Extension
<input type="text"/>	<input type="text"/>
Email	
Email *	Confirm Email *
<input type="text"/>	<input type="text"/>

will be used as the username for the new account

Address

Address Line 1 *	County
<input type="text" value="100 Main Street"/>	<input type="text"/>
Address Line 2	Zip Code *
<input type="text"/>	<input type="text" value="45501"/>
City *	Zip Code Extension
<input type="text" value="Springfield"/>	<input type="text"/>
State *	
<input type="text" value="OH"/>	<input type="text"/>

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

Apply All	470 Permission	471 Permission	498 Permission	FRN Mod Permission	486 Permission	Appeals Permission
Full	Full	Full	School or Library Official	Full	Full	Full

Enter User Details

Modify address if necessary. The Billed Entity's address is listed by default.

Select permissions for the new user, which are defined on the site.

You can assign rights per form, or choose "Apply All". For the Form 498, choose "School or Library Official" or "Financial Contact".

When done, click on "Continue"

Confirm New User

Confirm User Details

User Details

User Type	Applicant	Job Title	Tech Coord
First Name	Test	Phone Number	740-253-1111
Last Name	Test	Phone Extension	
Middle Initial			

Email

Email

Address

Address Line 1	County
Address Line 2	Zip Code
City	Zip Code Extension
State	OH

User Permissions

Apply All 470 Permission 471 Permission

Full Full

Confirm information and click on “Submit” and then “Yes” in the pop-up to proceed.

This will create a user in the system. Would you like to proceed?

The new user will receive several emails prompting them to sign in to EPC, create a password, and accept the terms and conditions.

Note: The user must accept the terms and conditions before you can modify their role.

Managing User Permissions

My Landing Page



Training

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Welcome, School District 18!

Notifications

Notification Type Please select a value

Funding Year -- Select a Funding Year --

Status

☒ All

☐ Generated

☐ Not Generated

Notification

Description

Issued Date

Generated By

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#)

[Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

From the Landing Page, click on “Manage Users” and then select organization from the list.

Click on “Manage User Permissions”



Training

Manage Users

Existing Organizations

ANY TOWN

☒ Organization ID

City

State

☒ SAMPLE LOCAL SCHOOLS

POLAND

OH

Cancel

Create a New User

Add and Remove Existing Users

Manage User Permissions

Managing User Permissions

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

Name	Email	Apply All	470 Permission	471 Permission	498 Permission	FRN Mod Permission	486 Permission	Appeals Permission
School District 18 User 1	school.district18.us er1@mailinator.co m	<input type="text"/>	Full	Full	School or Library	Full	Full	Full

PREVIOUS

CANCEL

SUBMIT

We see an explanation of the permissions available.

Use the drop-down menu to assign the correct permissions, and click on “Submit”.

Modify Account Administrator

From your Landing Page, choose your Billed Entity organization, click on “Related Actions” and then Modify Account Administrator.

My Landing Page

Training
Universal Service Administrative Co.

Welcome, School District 18!

Notifications

Notification Type: FCDL
Funding Year: 2017

Status: ☒ All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 18	170	Springfield	OH	45501
School District 18 NIF	171	Springfield	OH	45501
School District 18 School A	172	Springfield	OH	45502
School District 18 School B	173	Springfield	OH	45501

Records Applicant Entities

#170 - School District 18

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

- Create a New User**
This function allows you to create a user for your entity.
- Add or Remove Existing Users**
This process allows user to add and remove users from an organization
- Manage User Permissions**
This function allows you manage the permissions for one or more users.
- Manage Organization**
This function allows you to update information about an entity or BEN.
- Modify Account Administrator**
This process allows you to transfer the Account Administrator function to another individual.

Modify Account Administrator

Uncheck the box to the left of the current user's name, and select the new administrator. Click on "Continue", confirm information, and then select "Submit".

Organization Details

Name	ANY TOWN LOCAL SCHOOL	FCC Registration Number	0014000000
Address	1500 MAIN STREET ANY TOWN, OH 41000	Organization Type	Applicant
Mailing Address	1500 MAIN STREET ANY TOWN, OH 41000	Phone Number	614-555-1212
		Email	

Modify Account Administrator

Current Account Administrator
john.smith@anytown.org

Select a new Account Administrator

<input type="checkbox"/>	First Name	Last Name	Email	Title
<input checked="" type="checkbox"/>	John	Smith	john.smith@anytown.org	Director of Technology Integration and S
<input type="checkbox"/>	Over	Loaded	overloaded@anytown.org	Assistant Director of Technology Integration and Support Services



Contact Information

E-Rate Support and Information

Lorrie Germann:

lorrie.germann@education.ohio.gov

www.ohio-k12.help/erate

Office: 740-223-2420

Cell: 740-253-1153