

FY2024 E-Rate Roadshow

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VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated "C" or Higher

6



Agenda

- I. E-Rate Overview
- II. Wrapping Up FY 2022 & FY 2021
 - a. BEARS
- III. Admin Window
 - a. NSLP/CEP
 - b. Student Count
- IV. Category 1 & 2
 - a. ESL
 - b. Budget
- V. Forms
 - a. Form 470
 - b. State Guidelines / Reverse Auction / Contracts
 - c. Form 471
 - d. Form 486 / CIPA
 - e. Form 500
 - f. BEAR / Sam.gov/ UEI
- VI. BEAR Transition into EPC
- VII. EPC Forms Submission Process - Examples
 - a. Form 470
 - b. Form 471
 - c. Form 472 (BEAR)

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.
- Provides funding for specific services
 - Internet Access
 - Wide Area Network Connections
 - Connecting schools to district
 - Connecting libraries to one another
 - Local Area Network Equipment and Cabling
 - Does not fund end-user equipment such as laptops, smartboards, iPads
 - Does not fund applications such as Student Level Database

Importance to Mississippi

- \$840,805,252.38 committed to Mississippi since 1998
- \$28,040,197.70 has been committed to Mississippi just for FY2023
- The average discount for schools and libraries is 85%
- Every public school district in the state participates in E-Rate
- 98% of public libraries participate in E-Rate
- 100% of public schools have broadband internet fiber connections

BEAR Reimbursement

- BEAR Form 472 – Form that must be submitted within 120 days of last date to receive service or equipment
- **For *recurring services* – FY 2022**
 - **October 28, 2023** is the invoicing deadline
 - Last date to receive service was June 30, 2023
 - Extended to February 27, 2024
- **For *non-recurring purchases* – FY 2022**
 - Last date to receive/install services was September 30, 2023
 - January 28, 2024 will be BEAR deadline
- **For *non-recurring purchases* – FY 2021**
 - FCC granted 1-year extension due to supply change issues
 - January 28, 2024 is new deadline for most applications
- Request for extension can be made to extend last day to receive/install equipment and request reimbursement

Category 1 & 2

- Category 1
 - Services
 - Internet
 - WAN
- Category 2
 - Equipment
 - Maintenance
 - Managed Services

Eligible Services List

- Each year, the FCC issues a list of services that are eligible for the upcoming funding year. (FY2023 not issued)
- **Category One** includes services from the service provider to the schools and/or libraries (demarcation point).
 - Data Transmission and/or Internet Access
- **Category Two** includes services and equipment needed for broadband connectivity within schools and libraries.
 - Three service types –
 - Internal Connections
 - Basic Maintenance of Internal Connections (BMIC)
 - Managed Internal Broadband Services (MIBS)

Eligible Services List (ESL)



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Applicant Process

Step 1 >

[Before You Begin](#) ^

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[School and Library Eligibility](#)

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Eligible Services List

The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the Schools and Libraries Program.

[ESL Glossary](#)

[Frequently Asked Questions](#)

[2021 Eligible Services List](#)

[2020 Eligible Services List](#)

[2019 Eligible Services List](#)

The ESL is organized into two primary sections plus a miscellaneous section:

- Category One
 - Data Transmission Services and/or Internet Access
- Category Two
 - Internal Connections (IC), Managed Internal Broadband Services (MIBS), and Basic Maintenance

C1: Data Transmission Services

- Most Common
 - Leased Lit Fiber
 - Cable modem/DSL
 - Microwave Service
- Special Construction Charges
 - Cost to build out network
- Also Eligible
 - Leased Dark Fiber
 - Self-Provisioned Fiber
 - Broadband over power lines
 - T-1, T-3, Fractional T-1
 - DS-1, DS-2, DS-3
 - OC-1, OC-3, OC-12, OC-n
 - Frame Relay
 - ISDN
 - Satellite Services
 - Wireless data plans

C1: Internet Access Services

- 2 Main types
 - Bundled internet
 - Internet and transport are bundled together
 - Raw internet
 - No transport included
- Installation charges are eligible
 - If bid on Form 470
 - Request on Form 471
- Filtering is not eligible
- Commercially Available

C2- Internal Connections

- Wireless Access Points
- Network Routers & Switches
- In-building Structured Cabling
- Caching Servers
- Firewalls – Basic
- Racks
- UPS
- Equipment License
- Cloud-based functionality of listed equipment
- Operating system software to support eligible equipment
- Taxes and fees
- Basic training on use of equipment

C2- Basic Maintenance of Internal Connections

- Limited eligibility
- Multi-year contracts must be amortized
- Can only be for services/work performed during funding year
- 100% eligible
 - Basic tech support
 - Configuration changes
- Conditionally eligible
 - Repair of equipment
 - Cable maintenance

C2 – Managed Internal Broadband Services

- Managed internal broadband services (MIBS)
- Covers operation, management, or monitoring of a LAN
- 2 Options
 - Paying an outside vendor to own/maintain equipment
 - Paying an outside vendor to maintain school-owned equipment
 - Subject to C2 budget caps

Category 2 Budget

- FY2021 – FY2025
- Budget Floor
- Calculating
- Discounts

Category 2 Budgets - FY21-FY25

- **C2 budgets changed to a fixed, five-year cycle.**
- C2 multipliers and funding floor are set once at the beginning of the cycle.
- They apply to the entire cycle.
- They will be announced in advance of the cycle, adjusted for inflation once, before the cycle starts, and rounded to two digits (dollars and cents).
- For the FY2021-FY2025 cycle:
 - The school multiplier is \$167.00 per student.
 - The library multiplier is \$4.50 per square foot for all libraries.
 - The minimum funding floor is \$25,000.00.
 - Special funding for 10 schools or less.
- C2 budgets are pre-discount
- NIFs are not eligible

Adjusting Category 2 Budget

- **Adjusting the C2 budget during the cycle**
- Your C2 budget is determined when the first C2 FCC Form 471 in the budget cycle is certified. This includes a certified consortium FCC Form 471 that includes your organization.
- You may request a C2 budget recalculation in any subsequent year of the budget cycle, but are not required to do so.
- The request mechanism is available in the administrative window opens.

Adjusting Category 2 Budget

- **Adjusting the C2 budget during the cycle (continued)**
- If you do not request a recalculation, the C2 budget will not change during the cycle.
- The new C2 budget will apply for the year it was requested and forward, but does not apply retroactively.

C2 Budgets

- **C2 budgets calculated at the school district or library system level, not at the site level.**
- The “budgeted entity” is the entity with the C2 budget.
- Budgeted entities are:
 - Independent schools
 - Independent libraries
 - School districts
 - Library systems
- School districts and library systems can allocate funding among eligible sites as they see fit.
- The C2 budget for most school districts is the greater of the following:
 - Add the number of full-time student counts of each of the individual schools and then multiply this total by the school multiplier, or
 - Multiply the number of individual schools by the \$25,000 funding floor (the "aggregate funding floor").

C2 Budgets

- **Calculating a C2 budget – school districts with 10 or fewer sites**
- The C2 budget for school districts with 10 or fewer sites has a third possible calculation that allows districts with a number of schools with fewer than 150 students to take advantage of the funding floor. EPC will select the calculation that optimizes the budget if student counts are provided for each school:
- Calculate a C2 budget for each individual school, using the higher of (1) the number of students multiplied by the school multiplier or (2) the \$25,000 funding floor.
- The \$25,000 funding floor applies if an individual school has fewer than 150 students ($150 \text{ students} \times \$167/\text{student} = \$25,050$).
- Add the individual calculations together.
The school district can still allocate this calculated C2 budget among its individual schools as it sees fit.
- However, if your school district profile in the E-Rate Productivity Center (EPC) has 11 or more individual schools, this third option does not apply.

C2 Budgets

- Schools only count full-time students for their C2 budget calculations.
- Large school districts (those with more than 10 schools) cannot estimate the number of students for buildings under construction.
- Independent schools can still estimate student counts for a new school while construction is underway.
 - If the independent school overestimates, it must return to USAC any funding in excess of that it was entitled to based on the actual enrollment by the end of the next funding year.
- 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.

C2 Budgets

- **Additional differences – entities that have C2 budgets**
- A **budgeted entity** is an entity with a C2 budget – an independent school, an independent library, a school district, or a library system.
- A budgeted entity does not need to provide USAC with a cost allocation of its C2 budget among its child entities that are receiving C2 services.
- The **child entity count** is the number of the individual schools in a school district or the number of library branches in a library system.
- The number of child entities in the EPC profile can affect the C2 budget calculation.
- Non-instructional facilities (NIFs) and annexes are not considered child entities.

C2 Budgets

- **Additional differences – counting students**
- School districts will report student counts separately for the purposes of calculating discounts and for calculating C2 budgets. You have two options:
- Report both student counts in each individual school profile.
- Report the student count for discount purposes in the individual school profile, and report a total student count for the school district in the school district profile.

C2 Budgets

- Here is a screenshot of a school district's organization profile page, where the school district chose **Manage Organization** to change its status to reporting one number for the school district:

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ? *

One number for my whole district

A number for each school in the district

District Student Count *

- In the event an applicant chooses to enter one number for the whole school district, their C2 budget is calculated by multiplying that number by \$167 per student (or the funding floor if that is greater).

Entity Profile – Category 2 Budget

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 

- One number for my whole district
- A number for each school in the district

Sum of Student Counts of all Schools in the District

1418

School Information



Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

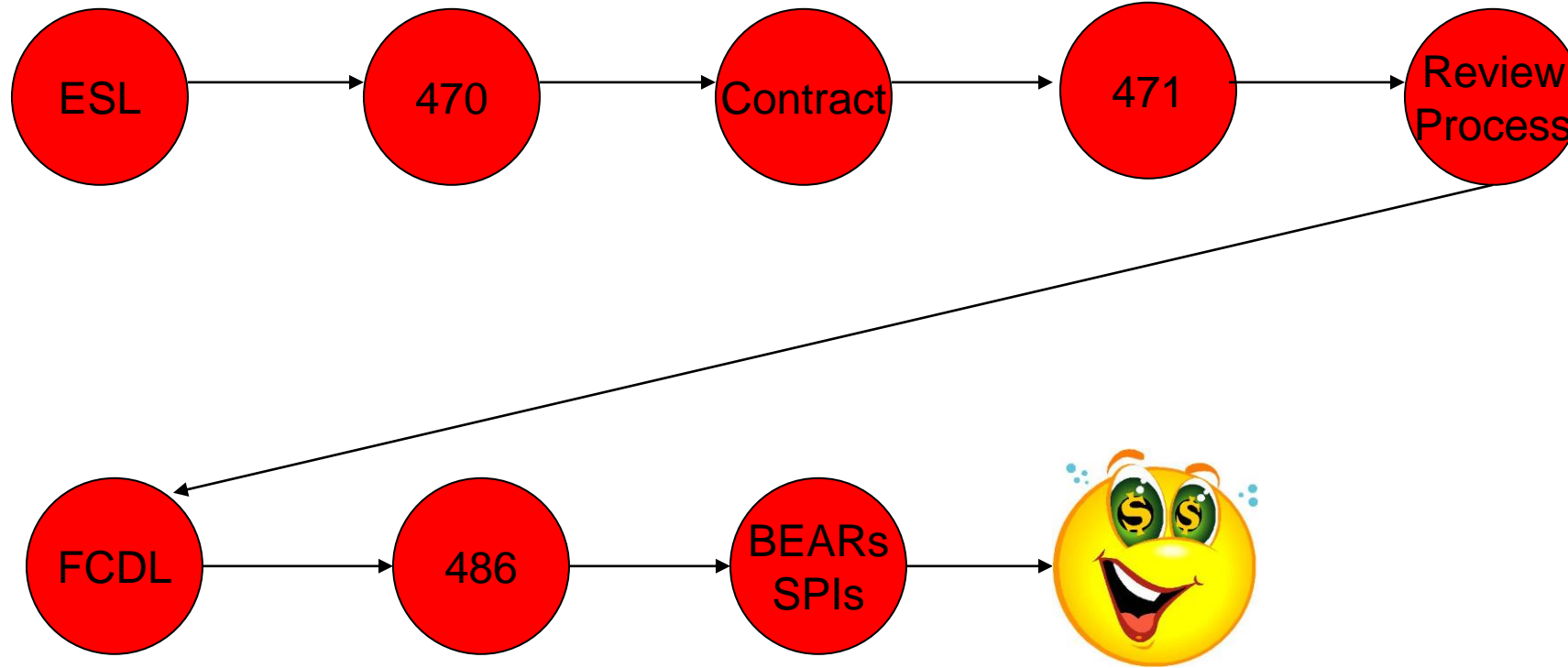


APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 Budget	Is the student count estimated? 	Eligible for C2 budget ?
		178	N/A	
		305	No	
		415	No	
		520	No	

Application Process



Application Process Overview

E-Rate Step	Suggested Timeline
1. Assess Needs / Create Plan	August – November
2. Update EPC Profiles – Admin Window	October – January (closes 3 days prior to Form 471)
3. Bid all new services / equipment (Form 470)	July – December
4. Bid evaluation (after 28-day Form 470 waiting period)	August - February
5. Board Approval / Sign Contracts	September – February
6. Request E-Rate funding – Form 471	January – March (TBD by USAC)
7. Application review (PIA)	April – August
8. Funding Commitment – FCDL	April – August
9. Turn on funding / CIPA Compliance – Form 486	FCDL Receipt or service start date
10. Receive services	July (start year) – June (end year)
11. Pay vendor	July (start year) – June (end year)
12. Submit invoice to USAC (Payment) applicant - BEAR /Vendor - Form 474	Anytime after start of service – must be filed by October 28 of end year without extension request.

What are my needs?

- Check with your schools to identify their needs
 - More Bandwidth?
 - Expanded Wi-Fi?
 - Access Points?
- Check with your Budget Officer to see what your Technology Budget looks like
 - Don't ever try to go where your budget can't take you
- Check your C2 Budget Tool to see if you have enough to purchase C2 services
- Check with your Superintendent to see what your districts goals are in relation to what your students or library patrons actually need
 - Don't ever try to go where the Superintendent does not want to go

FY24 Admin Window

- Admin open for 2-3 months prior to Form 471 window
 - Open now – October 24, 2023 – January 2024
 - Data imported into Form 471
- Used for:
 - E-Rate discounts
 - NSLP
 - CEP
 - Alternative method
 - Category 2 budgets
 - Different from enrollment data
 - Change budget only if there is an increase

Admin Window

- **The administrative window allows applicants to update their profiles in the E-rate Productivity Center (EPC).**
 - Opened on October 24, 2023
 - Will close shortly before the Funding Year (FY) 2023 FCC Form 471 application filing window opens.
- **Why is there an administrative window?**
 - Libraries and consortia depend on static student counts to accurately calculate their discounts.
 - For consistency, certain entity information cannot be changed during the application filing window.

Admin Window

- Open Now until 3 days prior to Form 471 Window opens
- Updates / Changes / Additions
- Student Count
- NSLP / CEP
 - CEP percentage dropped to 25%
- Discount Matrix
- Category 2 Budget count

Admin Window

- **Contract records**

- These can be created after the admin window closes. **FY2022 RAL requests and appeals**
- File these requests BEFORE you add new entities to your profile, or new entity sub-types to existing entities. This will speed our processing of these requests.

- **C2 budget tool**

- This tool will show updated C2 budgets the day after you change your profile information.

- **School districts with ten or fewer schools**

- We recommend that you enter your student counts individually by school to maximize the number of options available for your C2 budget calculation.

Update Entity(s) Profile Information

- Update entity profiles
 - During Admin Window (October – January)
 - Data can not be changed after Admin Window closes
- Confirm all entities, including NIFs are in the EPC portal
 - Contact CSC if adjustments are needed – 1-888-203-8100
- Remember Libraries rely on your data for their discount percentage
- ****Admin Window will change from year to year**

District Discount

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Posting the Form 470

470

- Applicant Role
- Competitive Bidding
- Request for Proposal (RFP)
- Recurring vs Non-Recurring
- State Procurement Rules
- Reverse Auction
- Contracts

Applicant Role

- Determine services needed, file FCC Form 470 and RFP
- Run competitive bidding process
- Select winning bidder, with price of eligible products and services as primary factor
- Respond to PIA
- File other applicant forms (FCC Forms 471, 486, 472, 500, etc.)
- Document compliance with FCC rules on an ongoing basis
- Retain documentation for at least ten years from last date of service delivery
- Form 470 can be cancelled by Account Administrator (**New**)

Competitive Bidding

- Run an open and fair competitive bidding process.
 - **Open** = information shared with one bidder must be shared with all.
 - **Fair** = bidders must be evaluated fairly and equally.
- Wait 28 days before choosing a service provider.
 - FCC Form 470 must be posted on the USAC website for a minimum of 28 days before you select a vendor and file an FCC Form 471.
- Evaluate bids using the price of the eligible services as the primary factor.

Request For Proposal

- Requests for Proposal (RFPs) may be created to describe specific needs and circumstances in more detail.
- USAC refers to an RFP or an RFP document generically. RFP documents are any documents that provide additional information to potential bidders on the scope or details of your project.
 - For most types of service requests, RFPs are not required. However, you must issue an RFP for some requests or if you are required to do so by state/local rules.
 - Services on your FCC Form 470 and RFP must match.
 - All RFPs and RFP documents must be attached to your FCC Form 470 in EPC.

Requests for Proposal (RFP)

- RFP not required, except for:
 - State bidding requirements
 - All dark fiber or self provisioned fiber projects
- USAC considers any bidding documents provided to a vendor an RFP
- If using an RFP
 - All documents must be uploaded in EPC at time of Form 470 posting
 - Cannot cite to a website bidding advertisement
 - Any changes must be given to all vendors after application is submitted
 - Changes must be added to Form 470
 - 28-day clock will restart

When to file Form 470?

- Must be posted in EPC at least 29 days prior to the close of the Form 471 window
 - **Example:**
 - Form 471 window deadline is March 25
 - February 24 is Form 470 deadline
 - Do not wait this long!!!
 - Always give yourself several days to evaluate bids, negotiate contracts, seek board approval, sign contracts, upload contract, etc.
 - All items listed above must be completed prior to filing Form 471
 - Always give yourself enough time just in case something goes wrong

Evaluating Bids

- After bid due date (at least 29 days) applicant reviews all qualified submissions
- Must have and retain a bid matrix
- Price of eligible services/equipment must be the most heavily weighted factor during evaluation
 - Sample criteria
 - Quality of proposed solution
 - Cost of ineligible items
 - References
 - Experience with vendor
 - Ability to meet installation deadline
- Retain all winning and losing bids and all correspondence between applicant and vendors (winning and losing)

No Bids?

- Document via an email or file memo that no bids were received
- Existing services: can continue to receive services from existing service provider
- New Services/Procurement: Solicit bid from willing vendor
 - Make sure price is cost effective
 - Check marketplace options from other vendors in your area or nearby areas
 - Save research and information to justify buying service for this vendor

Bid Evaluation Matrix - Sample

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	50*	20	50	40
Prior experience with the vendor	25	25	0	25
Prices for ineligible services and products	15	10	5	15
Local or in-state vendor	10	10	0	0
TOTAL	100	65	55	80

Form 470 - Example

- FCC revamped Form 470 in attempt to remove “gotchas”

Add New Service Request

- I seek bids for internet access and/or data transmission service.
- I seek bids for Category One network equipment or maintenance and operations.

Most common

Both Internet AND data circuit (*use this especially for Internet and cable modem, DSL requests*)

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

Commodity Internet only (*no circuit - rare*)

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

Data circuits only (WANs) or dark/lit fiber requests – No Internet (*common for districts and multi-site networks*)

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

Self-provisioned network (*build/own your own network - rare*)

I seek to build my own network.

Form 470 - Example

- 1st or 3rd Options have additional radial options:

- I seek bids for internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).
- I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- I seek to build my own network.

I seek bids for internet access and/or data transmission service.

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services. ★

I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connections.

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service). ★

I seek data transmission service without internet access service.

I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Typically, leased lit fiber or microwave
(most common)

Leased dark fiber *(also includes leased lit fiber for comparison)*

Form 470 - Example

- Welcome changes to C2 Form 470!
 - Basic maintenance an “add on” option to equipment request
 - Licenses/software included with equipment request

**Use for equipment requests
(most common)**

**Use if bidding maintenance
ONLY (uncommon)**

**Use if bidding managed
internal broadband services
(MIBS) (uncommon)**

Add New Service Request

- I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.
- I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.
- I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

Service Type
Internal Connections

Function *
Routers and Necessary Software and Licenses

Quantity *

Unit
Each

Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.

Manufacturer
No Preference

Are you also seeking Installation, Activation and Initial Configuration for this service? *
 Yes
 No

State Procurement Rules

\$.01 - \$5,000.00	\$5,000.01 - \$75,000.00	Greater than \$75,000	+ E-rate Requirements
May purchase without advertising or otherwise requesting competitive bids	May purchase without advertisement for bids, provided at least two competitive written bids have been obtained	Advertisement & receipt of competitive bids required by law	Post Form 470 and wait 28 days before awarding

The lifecycle cost of an information technology project means the total committed costs of the project, not just the initial or up-front costs. Lifecycle cost includes all costs associated with obtaining the item and maintaining and operating it for its projected lifecycle. Initial or one-time costs might include purchase price, freight, installation, and training. Ongoing costs include such expenses as post-warranty maintenance; support, including help desk charges, upgrade charges, and on-site vendor personnel; and any recurring usage charges.

Reverse Auction / Termed Contracts

- DFA Contact
 - Ross Campbell
 - 601-359-2004
 - ross.campbell@dfa.ms.gov
- Termed Contract (60 months)
 - No Reverse Auction
 - Set time frame of contract
 - Purchase off contract more than 1 time
- Reverse Auction
 - One time purchase
 - Conducted by district or by 3rd party
- Reverse Auction Exemption
 - Submit request to DFA
- Dates: <https://www.dfa.ms.gov/pprb-meetings>

Reverse Auction

- Items to be submitted to DFA
 - Newspaper Ad
 - Agency Bid Bank notification
 - Bid Specs
 - Winning bid
 - Bid Tabulation
 - If not low bid, justification needed

Contracts

- Must be loaded in EPC prior to starting Form 471
- Applicants must have a signed contract or ***other legally binding agreement*** in place prior to submitting their FCC Forms 471 to USAC.
 - Signed contract with Form 470 winning bidder
 - Vendor can sign after Form 471 deadline
- 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.
- A verbal offer and/or acceptance will not be considered evidence of the existence of a legally binding agreement.
- For additional information about State Master Contracts, see the USAC website.
- Types
 - One year
 - Multi-year
 - Can contain voluntary extensions
- Must be loaded in EPC in PDF format

Uploading Contract

- All new contracts must be uploaded into the EPC Contract Module before starting the Form 471
- Assign a very descriptive nickname
 - Example – FY23 CSpire Internet
- Upload copy of contract
- Enter the following information:
 - Form 470 used to bid service
 - Contract signing date
 - Number of bids
 - How many contract extensions, if any
 - Service Provider Identification Number (SPIN)
- Contract expiration date will be added to the Form 471

Add New Contract - EPC

Records / Applicant Entities

#132 - School District 10

 **MANAGE CONTRACTS**

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



Contract 5000-1 – C Spire

The primary services included under Category I include:

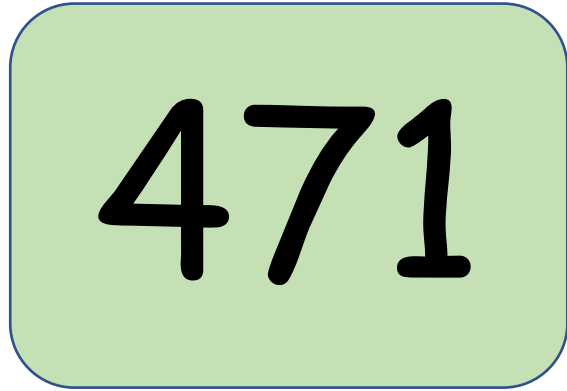
- Switched Ethernet and MPLS circuits
- Raw Internet
- PRIs
- SIP trunks
- Centrex Platinum
- Business Lines
- Hosted Firewall and Content Filtering
- IP Addresses

Contract 5000-2 - ATT

The primary services included under Category 2 include:

- ADI Internet – Managed or Unmanaged (Same as MIS)
- BVoIP
 - SIP Handoff
 - PRI Handoff

Form 471



- Guidelines
- Filing Window Discounts

Form 471

- Provide information about your requests (discount level, costs of services, service providers)
- Answer USAC review questions
- Receive your funding commitment decision
- Filing Window
 - Approximately 60 days after ESL released
 - ESL – waiting on 2 different
 - ????
 - Rules can be waived on start date
- 90% used by district entity
 - No cost allocation

Form 471 – Filing Window

- All FCC Forms 471 are filed during a specific period of time – the FCC Form 471 application filing window
- The filing window generally opens in mid-January and closes in mid- March in advance of the start of the funding year
- *Applications (FCC Forms 471) filed outside of the filing window are not considered for funding

Form 486

486

- Guidelines
- Start Date
- Filing Form 486

Form 486 - Continued

- 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)**.

Form 486 Service Start Date

- 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 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.
- 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 **Funding Commitment Decision Letter (FCDL)**, whichever is later.

FCC Form 486 Notification Letter

Lee Bray
MISSISSIPPI DEPARTMENT OF EDUCATION
359 NORTH WEST STREET SUITE 118
JACKSON, MS 39201

7/11/2022

FUNDING YEAR 2022: 7/1/2022 - 6/30/2023
FCC Form 486 Application Number: 279840
Applicant's FCC Form 486 Nickname: CSpire Circuits FY22

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted a certified FCC Form 486, Receipt of Service Confirmation Form, from you. Information about your commitment may have changed. Please review the [FCC Form 486 Notification Letter Report](#) to confirm the information you provided. This information is also being shared with the service provider(s) identified on each Funding Request Number (FRN).

If you need assistance, contact our Client Service Bureau toll-free at (888) 203-8100, or submit a customer service case in the E-rate Productivity Center (EPC) by selecting "[Contact Us](#)" from the menu in the top right corner of your landing page.

Next steps

Discuss with your service provider whether you would like discounts on your bills or to pay your bills in full and be reimbursed for discounts.

- Applicants invoice USAC before the invoice deadline using the applicant invoice method [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form] for reimbursements of discounts after paying the service provider bills in full.

Child Internet Protection Act - CIPA

- Guideline
- Internet Safety Policy
- Technology Protection Measure (Filter)
- Public Notice and Hearing or Meeting
- Documentation

CIPA

- Requires that schools and libraries enforce certain safety measures that protect against access by adults and minors to obscene content on the internet.
- Three requirements include:
 - Internet Safety Policy
 - Technology Protection Measure
 - Public Notice and Hearing or Meeting
- The school or library must maintain documentation demonstrating that they are working toward compliance (in the first year) or in compliance (second year and thereafter).

CIPA – Internet Safety Policy

The Internet Safety Policy (ISP) must address:

- Access by minors to inappropriate matter on the internet and World Wide Web
 - The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - Unauthorized access including "hacking" and other unlawful activities by minors online;
 - Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors' access to materials harmful to minors.

Additional requirements for schools:

- Must also include monitoring the online activities of minors.
- Must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

CIPA – Technology Protection Filter

- A technology protection measure is a specific technology that blocks or filters internet access.
 - Entities must enforce the operation of the technology protection measure during the use of its computers with internet access.
 - A person authorized by the authority with responsibility for administration of the school or library may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.
- Decisions about what matter is inappropriate for minors are made by the local community (school board, local educational agency, library, or other authority).

CIPA – Public Notice & Hearing / 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.
- Document meeting

Equipment Transfer and Labeling

- Label equipment and record asset with purchase year
 - Make/model/serial #/building/room/FRN/date installed
 - Update list when equipment is moved
 - Asset inventory kept for 10 years from date of purchase
- Equipment transfer
 - Between eligible schools for first 5 years
 - Do not have to notify USAC
 - Update internal inventory list when move occurs
 - After 5 years, items can be disposed of, sold, transferred, etc. or moved to a NIF.

Form 498

498

- List all banking process information
- Is it up to date?
 - Current Bank Account
 - Current Bank Routing Number
- Have you checked it lately??
- Will require Sam.gov UEI if changes are made
- <https://www.usac.org/e-rate/applicant-process/invoicing/obtain-an-applicant-498-id/>

Form 500



500

- Adjusting Approved Funding
- When to file
- <https://www.usac.org/e-rate/applicant-process/before-youre-done/fcc-form-500-filing/>

Form 500 – Adjusting Approved Funding

- Requests specific changes to your funding commitments after USAC issues your FCDL, such as:
 - Extending the contract expiration date listed on FCC Form 471.
 - Changing the service start date listed on FCC Form 486.
 - Cancellation or reduction of a Funding Request Number (FRN).
 - Requesting an extension of the deadline for delivery of non-recurring services.
- FCC Form 500 for Category Two funding reductions
 - If you do not use all of the Category Two funding commitment, you can submit FCC Form 500 to return funds committed but not invoiced to your five-year Category Two budget.
- FCC Form 500 for FY2016 and forward:
 - File and certify in EPC.
- NOTE: If you do not use all of a Category Two funding commitment, file an FCC Form 500 to return committed funds and attach a spreadsheet with a detailed allocation for all of your affected entities.

Form 472 - BEAR

472

- Applicant Reimbursement
- Filed in EPC
- Filed at applicant determined intervals
- <https://www.usac.org/e-rate/applicant-process/invoicing/fcc-form-472-filing/>

BEAR / SAM.GOV

- EPC E-Rate Invoice
- Waffle Icon – EPC Invoice
- Sam.gov
 - Renewed annually
 - UEI will be required in EPC
 - Replacing DUNS

BEAR Changes



Scope of Changes:

USAC is integrating its current legacy invoicing applications into EPC to give external users a single platform to conduct all their E-Rate transactions.

What is Changing?

- ✓ How/where system access is established
- ✓ Invoice creation, submission, and certification
- ✓ Service Provider Annual Certification (SPAC)
- ✓ Publicly visible fields
- ✓ Notification letters via EPC News tab and email
- ✓ Invoice-related outreach conducted in EPC
- ✓ Legacy system access
- ✓ Invoice submission for FY2015 and earlier
- ✓ Access to invoices processed in Legacy

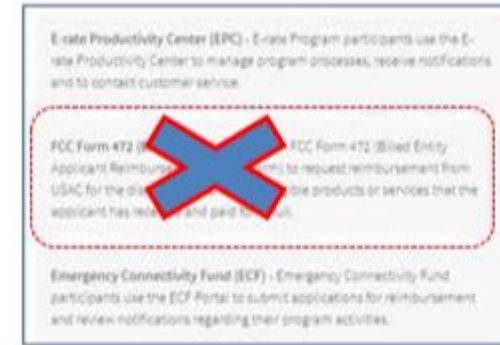
What is Not Changing?

- ✓ Invoicing processes and rules
- ✓ Disbursements will still occur on a twice-weekly basis
- ✓ BEAR Remittance Statement emailed to General Financial Contact on FCC Form 498
- ✓ FY2015 and earlier notification letters will still be sent through USPS
- ✓ FY2015 and earlier invoice-related outreach sent via traditional email

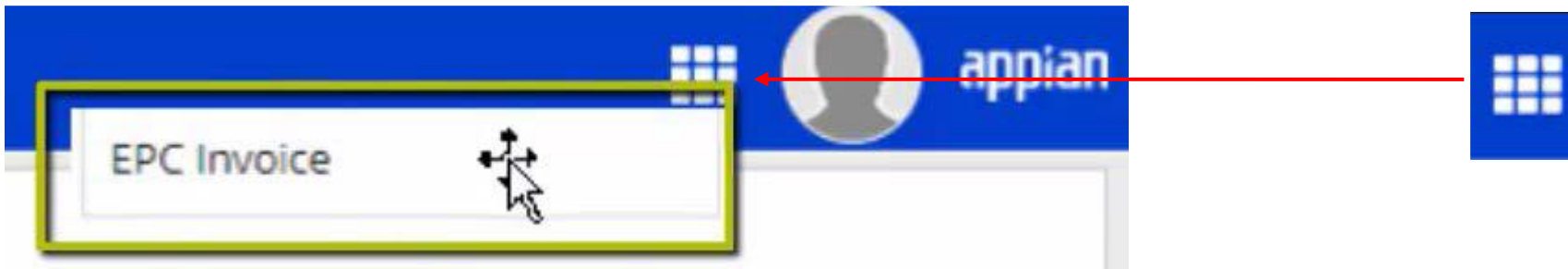
EPC Change - BEAR

Dashboard change in EPC for BEAR

- No middle option into Legacy BEAR system



- Instead, when logging into EPC, there will be a (waffle) symbol in the upper right of the Landing Page as well as EPC E-Rate Invoicing link in menu selection.



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

BEAR Changes

- Only AA can grant BEAR Access Permission
- Tabs for submitted forms, pending tasks or pending inquiries
- Can enter multiple FRNs and multiple SPINS on same BEAR
- Ability to upload vendor invoices with BEAR
- Real-time status on reports by FRN line item
- Ability to see date BEAR was paid
- Better invoicing decision explanations
- Error Checks
- All invoicing outreach and communications will be conducted through the portal
- No Old BEAR was moved into new access – must contact CSC for information

Invoicing Communications

Notification Type	Description	Generated	Method of Delivery
Invoice Pending Certification	Notification that an invoice requires certification by a Full Rights user	A Partial Rights user creates an invoice and sends it to a Full Rights user to certify	<ul style="list-style-type: none"> • Create FCC Form 472/474 task in My Pending Tasks tab assigned to Full Rights users • Email alert to Full Rights user that a new task has been assigned
Information Request Received from USAC for an Invoice Line	Notification that an invoice line has an inquiry form USAC that requires a response	A USAC reviewer sends new communication regarding an invoice line	<ul style="list-style-type: none"> • Email to Partial and Full Rights users with invoice permissions for the BEN/SPIN • Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
Deadline Extended for Response to Information Request	Notification that additional time has been granted to respond to an inquiry for an invoice line	A USAC reviewer updates the response due date for an invoice line that was granted an extension	<ul style="list-style-type: none"> • Email to Partial and Full Rights users with invoice permissions for the BEN/SPIN • Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
BEAR Notification Letter* (Applicant)	A letter notifying users that an invoice line or lines submitted using the BEAR mode have been processed	After each payment file batch is run, typically at the end of every Monday and Thursday	<ul style="list-style-type: none"> • Email to all users with invoice permissions for the BEN • News post visible to all users with invoice permissions for the BEN
BEAR Remittance Statement* (Applicant)	A letter notifying users of the amount approved for payment for a processed invoice line or lines	After each payment file batch is run, typically at the end of every Monday and Thursday	<ul style="list-style-type: none"> • Email to General Financial Contact listed on FCC Form 498 • News post visible to General Financial Contact on FCC Form 498
Applicant QDR* (Applicant)	A quarterly summary of disbursement activity for a particular BEN number for invoice lines submitted using both the BEAR and SPI mode	At the end of every quarter (Jan, Apr, Jul, and Aug) if the BEN has invoicing activity that quarter	<ul style="list-style-type: none"> • Email to all users with invoice permissions for the BEN • News post visible to all users with invoice permissions for the BEN
Invoice Status Report (Service Provider)	A report of the validation status of all certified invoice lines associated with the SPIN number that have been through invoice data validation	After each payment file batch is run, typically at the end of every Monday and Thursday	<ul style="list-style-type: none"> • Email to all users with invoice permissions for the SPIN
SPI Remittance Statement** (Service Provider)	A letter notifying users of the amount approved for payment for a processed invoice line or lines	After each payment file batch is run, typically at the end of every Monday and Thursday	<ul style="list-style-type: none"> • Email to Remittance Statement Contact listed on FCC Form 498 • Visible in the E-File Portal to Remittance Statement Contact on FCC Form 498
ESPI Upload Ready for Review (Service Provider)	Notification that the validation results for an ESPI file upload are ready to be reviewed by a Full Rights user	The automated file format validation process for an ESPI file upload is complete in EPC	<ul style="list-style-type: none"> • Email to the Full Rights users who uploaded the ESPI file • Review ESPI Upload Result task in My Pending Tasks tab assigned to the Full Rights user



New BEAR

Invoicing Dashboard

Good Morning, Welcome to E-Rate!
Francis Fullrights

My Organization | My Forms and Requests | My Pending Tasks | My Pending Inquiries

Search: SEARCH

BEN	BEN Name	City	State	Entity Type
17032076	Little Red School District	Springfield	NY	School District

File FCC Form 472/BEAR

Invoicing Dashboard

FCC Form 472

OMB Number: 2060-0896 Form 472

Basic Information | Invoice Line Item Summary | Preview | Certify Form 472

Little Red School District (BEN: 17032076)

Billed Entity Information

Little Red School District
123 Main Street
Springfield, NY 11111
311-111-1111

Billed Entity Number: 17032076
FCC Registration Number: 1111111111
Applicant Type: School District

Applicant FCC Form 498 ID: *

Invoice Nickname
Please enter an invoice nickname here: *

Contact Information

Are you the main contact person?

New BEAR

Little Red School District (BEN: 17032076) - Little Red School House - #BEAR202200327
Invoice Line Item

Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
No items available			

+ ADD LINE ITEM **EDIT LINE ITEM** **X REMOVE LINE ITEM**

BACK **DISCARD FORM** **SAVE & CONTINUE**

Select Funding Year

2022

Select FRN
Please select a row to auto-populate the form details below.

Select FRN

Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
221039437	2299058985	Little Red Fiber	\$840.00	888888888	Riding Hood Communications	80%
221039440	2299058983	Little Red Fiber	\$1,800.00	888888888	Riding Hood Communications	80%

New BEAR

Add New Invoice Line

Form 471 Application Number

221039440

Funding Request Number

2299058983

Billing Frequency *

Monthly

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?

mm/dd/yyyy

For recurring services

Shipping Date to Customer or Last Day of Work Performed ?

mm/dd/yyyy

For one-time purchases (C2) services

Total Undiscounted Amount for Service *

Please enter the amount to invoice USAC

Discount Amount Billed to USAC

(Total Undiscounted Amount For Service * Discount Rate)

Supporting Documentation

UPLOAD

Click here to upload files

Optional: Upload vendor invoices or explanation of BEAR, if needed

Invoicing Dashboard

Invoicing Dashboard

Good Morning, Welcome to E-Rate!
Althea Smith

My Organization | **My Forms and Requests** | My Pending Tasks | My Pending Inquiries

Application Type: FCC Form 472

SEARCH APPLICATION STATUS: Certified

BEN	BEN Name	FCC Form 472 Number	FCC Form 472 Nickname	FCC Form 472 Status	Certified By	Certified On
12345	PUBLIC SCHOOL 1	BEAR202211111	SchoolInternet	Certified	Jane Doe	11/15/2022 12:49 PM EST
12345	PUBLIC SCHOOL 1	BEAR202222222	School C2	Certified	Jane Doe	11/10/2022 12:49 PM EST
12345	PUBLIC SCHOOL 1	BEAR202233333	internet1	Certified	Jane Doe	8/10/2022 12:49 PM EST
12345	PUBLIC SCHOOL	BEAR202233333	internet2	Certified	Jane Doe	8/10/2022 12:49 PM EST

4 Items



Invoice Line Items

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status
20000541	2299058985	\$18.40	Certified
20000542	2299058983	\$16.80	Certified

BEAR Permissions

- No USAC request needed
- BEAR permission located on User Permission page
- If user already had BEAR permission – credentials should have moved into EPC access
- If not, AA will have to add BEAR permission

E-Rate Audits

- **3 Types**

- **Pre-Commitment Audit – Selective Review**

- Often a competitive bidding review
- Requires all winning/losing bids, vendor correspondence, bid evaluation
- Completed by separate team outside of PIA review
- If you pass SR, then application goes to PIA review

- **PQA Assessment Audit**

- Random FRNs selected among disbursements for certain “window”
- Requires nearly all same documentation to be submitted as larger BCAP audit but for a FRN, not all FRNs in a funding year
- ~350 per year
- Used to determine ‘Improper Payment Rate’ for entire E-Rate program

- **BCAP Audit**

- Large audit of all FRNs in a funding year

Questions???



The Portal



E-Rate Productivity Center (EPC)

- Account Administrator Updates
- Account Administrator Roles
- Create User
- Student Counts
- Parent / Child Changes
- Profile Changes
- C2 Budget Section
- Examples



EPC Dashboard



Sign Out

lbray@mde.k12.ms.us 

Dashboard

 In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain](#) page. 

Upcoming Dates

No upcoming dates found.

Schools and Libraries

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications for reimbursement and review notifications regarding their program activities.

Help?

Send us a message

[Click here](#)

Call us

(888) 641-8722

Account Administrators

- Every parent organization (independent school, independent library, school district, library system, consortium) in EPC needs an account administrator.
 - Consultants and service providers also need account administrators for their EPC accounts.
 - **Account administrators can:**
 - Create new users.
 - Modify the rights of existing users.
 - Modify information about their organization.
 - Link or unlink their organization to consulting firms and consortia.
 - Modify (change) the account administrator.

Account Admin Updates

- Are you the account admin?
- Go to Landing Page and select school district name
- Review summary page to confirm name:

My Landing Page



Training

**Universal Service
Administrative Co.**

Welcome, **PAS BEST SCHOOL DISTRICT - (PARENT ENTITY)!**

Records: Applicant Entities
#116 - School District 6

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

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

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 6 User 1
------	--------------------------


<<< Current Account Administrator

- If not accurate call: Client Service Center @ 1-888-203-8100

Managing Users

- From your landing page, choose **Manage Users**.

My Applicant Landing Page



Portal-UAT
**Universal Service
Administrative Co.**

Welcome, [Library System 13001!](#)

Pending Inquiries

Type

Funding Year

Application/Request

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

User Permissions - 472

Document1 - Word

File Home Insert Design Layout References Mailings Review View Developer Acrobat Tell me what you want to do... Catherine W

#11111 - ABC SCHOOL DISTRICT

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

Manage User Permissions

Organization Details

Name	ABC SCHOOL DISTRICT	FCC Registration Number	11111
Address	123 Main Street SPRINGFIELD, NY 11111 New York	Organization Type	Applicant
Mailing Address	123 Main Street SPRINGFIELD, NY 11111 New York	Phone Number	111-111-1111
		Email	

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.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
Althea Smith	asmith@ABCschooldistrict.net	▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼
ROBERT SMITH	rob@ABCschooldistrict.net	▼	Full ▼	Full ▼	Full ▼	No Access ▼	Full ▼	Full ▼	Full ▼

CANCEL SUBMIT

Child / Parent Information

- **Independent school/school district student counts**
 - Review the student counts for each of your schools and update as necessary.
 - USAC collects two student counts:
 - The first, for the purpose of calculating the discount, is reported at the individual school level.
 - The second, for the purpose of calculating the Category Two (C2) budget, can be reported at the individual school level or at the school district level. This count is fixed for the five-year cycle and will not need to be updated until FY2026, unless you choose to do so.
 - For each new school entity that is currently missing in your organization's profile, USAC must create the entity for you.

Entity Profile Changes

- Parent and child entity attributes section now consistently labeled **Applicant Information**
- Layout improved for readability
- New section added for **C2 Budget Information** for both schools and libraries
- Student counts for school districts
 - Entered separately for discounts and C2 budgets
 - School districts can enter one number on the school district profile for C2 budget purposes.

Parent Update Information

- From the landing page, click the parent entity name, either from the Welcome message at the top of the page or the first entry in the **My Entities** section.

The screenshot displays the 'My Applicant Landing Page' for the Training Universal Service Administrative Co. It includes a navigation bar with links for various forms and services. A welcome message for 'School District 400100' is highlighted with a red box. Below this are filters for 'Pending Inquiries' and 'Notifications'. The 'My Entities' section contains a table with the following data:

Entity	Entity Number	City	State	Zip Code
School District 400100	17308	Washington	DC	20005
School 1 in District 400100	18006	DC	DC	20005
School 2 in District 400100	18007	DC	DC	20005
School 3 in District 400100	18008	DC	DC	20005

Parent Entity Profile

- You can then update many of the fields in the organization's entity profile.

Records / Applicant Entities
#17308 - School District 400100

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

Modify An Organization

Name * School District 400100	Organization Type Applicant
Physical Address	
Address Line 1 * 700 12th St NW #900	Zip Code * 20005
Address Line 2	Zip Code Extension
City * Washington	County * Please select a County
State * DC	Please ensure that the address, city, state, and zip code are correct

Child Entity Profile

- From the landing page's **My Entities** section, click the child entity name.

My Applicant Landing Page

Training
Universal Service Administrative Co.

Welcome, School District 400100!

Pending Inquiries

Type: -- Select a Type -- Application/Request: -- Enter an Application/Request ID or Nickname --
Funding Year: -- Select a Funding Year --

APPLY FILTERS CLEAR FILTERS

Pending COMAD inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available								

Notifications

Notification Type: Please select a value Status: All Generated Not Generated
Funding Year: -- Select a Funding Year --

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 400100	17308	Washington	DC	20005
School 1 in District 400100	18006	DC	DC	20005
School 2 in District 400100	18007	DC	DC	20005
School 3 in District 400100	18008	DC	DC	20005

Child Entity Profile

- From the child entity profile, click **MANAGE ORGANIZATION**.
 - You can then update the child entity in the same way you updated the parent entity.

Records / Applicant Entities
#18006 - School 1 In District 400100

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

Organization Details

Name	School 1 In District 400100	Applicant Type	School
Entity Number	18006	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	700 12th St NW #900 DC, DC 20005 District Of Columbia	Phone Number	123-456-7890
Mailing Address	700 12th St NW #900 DC, DC 20005 District Of Columbia	Email	s1_in_sd_400100@testmail.usac.org
		Website URL	

Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Rural
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K	Community	No

Gift Rules

- Solicitation or receipt of gifts by applicants from service providers and potential service providers and vice versa is a competitive bidding violation.
- Rules apply to everyone participating in the E-Rate whether public or private, and whether operating at the local, state or federal level.
- Must always follow FCC rules. May also need to comply with additional state/local requirements. If those provisions are more stringent than federal requirements, failure to comply with them will be a violation of FCC rules.

Gift Rules

Gift Rule Prohibitions

- Gift prohibitions are applicable year-round, not just during the competitive bidding process
- Prohibition including soliciting and receiving any gift or thing of value from an applicant or a service provider participating in or seeking to participate in the E-Rate.
- Service providers may not offer or provide any gifts to applicant personnel involved in the E-Rate or vice versa.

Gift Rules

Gift Rule Exceptions Examples

- “Modest refreshments not offered as part of a meal, items with little intrinsic value intended for presentation, and items worth \$20 or less, including meals, may be offered or provided , and accepted by any individuals or entities subject to this rule, if the value of these items received by any individual does not exceed \$50 from one service provider per funding year.” See 47 C.F.R. § 54.503(d)(1).
- Single source =
all employees, officers, representatives, agents, contractors, or directors of the service provider.

Gift Rules

Gift Rule Exceptions Examples

- A Service Provider has offered a school district employee lunch at a local sandwich shop three times during the course of the year. The value of the school district employee's meal is \$9 each time. The total value of the gifts is \$27. No other gifts are received by this employee from this provider. The meals fall in the \$20 per instance and \$50 per year exception and there is no rule violation.

Gift Rules

Gift Rule Exceptions Examples

- A school employee and his spouse are invited by a service provider to attend a play, tickets to which have a face value of \$30 each. The aggregate market value of the gifts offered on this single occasion is \$60, \$40 more than the \$20 amounts that may be accepted for a single event or presentation. The employee may not accept the gift of the evening of entertainment. He and his spouse may attend the play only if he pays the full \$60 value of the two tickets.

Gift Rules

Gift Rule Exceptions Examples

- A service provider's spouse is the town librarian. The service provider employee may give the librarian a birthday gift exceeding \$20, as long as it is not reimbursed by the company and is being given based on their personal relationship.
- Three service provider employees invite a tech director to join them at a golf tournament at their company's expense. The entry fee is \$500 per foursome. The tech director cannot accept the gift even though he has an amicable relationship with the service provider employees. Since the fees are paid by the company, it is the business relationship, not the personal relationship that is the motivation behind the gift.

Gift Rules – Charitable Donations

- Gift rules are not intended to discourage charitable donations as long as the donations:
 - Are not directly or indirectly related to E-Rate procurement activities or decisions, and
 - Are not given with the intention of circumventing competitive bidding or other FCC rules

Gift Rules – Charitable Donations

- Allowable Charitable Donations
- Paid-for-exchange services at market rates, such as the purchase of advertising space, is neither a gift nor a charitable donation as long as it is not intended to influence the competitive bidding process.
 - For example, service providers purchasing advertising space on the high school football score board, for which they pay market rates, would not cause any violations.

Charitable Donations

- Potentially Allowable Charitable Contributions
- Cash, equipment, including sporting, musical or playground equipment, *may* be permissible if they benefit the school or library as a whole and broadly serve an educational purpose.
 - For example, a donation of books for a literacy campaign, given to a school by an E-rate service provider, would be acceptable donation that benefits the school and broadly serves an educational purpose.

Charitable Donations

- Gifts solicited or accepted indirectly
- “A gift which is solicited or accepted indirectly includes a gift: (1) Given with the employee’s knowledge and acquiescence to his parent, sibling, spouse, child, or dependent relative because of that person’s relationship to the employee, or (2) Given to any other person, including any charitable organization, on the basis of designation, recommendation, or other specification by the employee except as permitted for the disposition of perishable items or payments made to charitable organizations in lieu of honoraria.” See 5 C.F.R. § 2635.203(f).

Charitable Donations

- Gifts solicited or accepted indirectly
- Donations made indirectly through a third party, such as a non-profit, would be prohibited if the organization is used as a shell to disguise a directed gift.
 - A service provider directing its foundation to provide a cash donation equal to the value of the applicant's non-discount share is a prohibited donation.
- Service provider cannot direct the donation and must relinquish control of the gift once provided to a non-profit.

Charitable Donations

- Gifts solicited or accepted indirectly
- Example:
 - An employee who must decline a gift of a personal computer pursuant to this rule may not suggest that the gift be given instead to one of five charitable organizations, whose names are provided by the employee.
 - A service provider cannot donate computers to raffle with the caveat that they go to E-Rate recipients, or specific individuals or schools, or a subset of schools and libraries.

Gift Rules – Charitable Donations

- Not Allowable
- Donations given for the purpose of influencing the competitive bidding process are rule violations.
 - Donations could either be directly from the service provider or solicited or accepted indirectly through a non-profit organization.

Charitable Donations

- Unallowable Charitable Contributions
- Donations given for the purpose of influencing the competitive bidding process are rule violations.
 - Donations could either be directly from the service provider or solicited or accepted indirectly through a non-profit organization.

Charitable Donations

- Unallowable Charitable Contributions
- Service providers cannot offer special equipment discounts or equipment with service arrangements to E-rate recipients that are not currently available to some other class of subscribers or segment of the public.
 - Free phone/tablet with purchase of service contract must be available to non-E-rate customers as well
- Donations to cover the applicant's non-discount share

Charitable Donations

- Unallowable Charitable Contributions
- Equipment for a specific individual or group of individuals associated with or employed by an E-Rate participant.
 - Service provider may not give a gift to a teacher who helps draft a district's technology plan, even if that teacher does not ultimately help select the E-Rate service provider.

Gifts – Conferences & Training Sessions

- Prizes
- Raffle tickets, prizes, or door prizes that have a retail value of over \$20 violate the gift rules unless the event is open to the public.
 - “Open to the Public” means the event is free of charge and that members of the public at large typically attend such a gathering.
 - State Fair would qualify
 - State District IT Directors meeting would not qualify

Gifts – Conferences & Training Sessions

- Widely Attend Gatherings
- “Widely attended gatherings” allow for free attendance and meals or refreshments at that event. See 5 C.F.R. § 2635.203(g)
 - Gathering is widely attended if:
 - Employee’s attendance must be in the interest of the agency (i.e. school or library) and further its programs and operations, and
 - It is expected that a large number of persons will attend, and
 - Persons with a diversity of views or interests will be present.

Gifts – Conferences & Training Sessions

- Conferences – Permissible Actions
- Food, refreshments, instruction and documents given to all attendees at Widely Attended Gatherings are permissible.
- Trainings offered by state, regional or local government bodies or non-profits or trade associations that include those bodies are not considered vendor promotional training
 - Vendor promotional training means training provided by any person for the purpose of promoting its products or services. See 5 C.F.R. § 2635.203(g)

Gifts – Conferences & Training Sessions

- Conferences – Permissible Actions
- Service providers can host, sponsor, or conduct E-rate training, as long as they do not provide any gift that exceeds the gift exceptions
 - Service providers cannot help with preparation or completion of forms, or determining the services listed on the FCC Form 470 and/or RFP.

Gifts – Conferences & Training Sessions

- Conferences – Impermissible Actions
- Training or conference regarding one or few vendors services would not meet the definition of a Widely Attended Event even if many people attended.
 - Travel expenses, lodging, meals, and entertainment associated with the event would be considered gifts and therefore violations.
 - Free attendance when it would otherwise cost to attend is also a violation.
- Meals at a Widely Attended Gatherings not provided to all attendees would be subject to gift limits

Gifts – Conferences & Training Sessions

- Conferences – Registration Fees
- Service providers can offer an “educational discount” on the attendance fee to a Widely Attended Event as long as it is available to **all** employees of schools and libraries.
- Applicants cannot accept free attendance, paid by a service provider, even if the school or library has assigned the employee to attend the event.
- A Service provider cannot pay for or reimburse expenses for an applicant to speak at a conference on behalf of that service provider, or in any other setting, e.g. newspaper or magazine.

Links

- Mississippi E-Rate Page – <https://www.mdek12.org/OTSS/e-rate>
- E-Rate Central - <https://e-ratecentral.com/>

USAC Information

- Website – <http://usac.org/sl>
- EPC Portal – <https://forms.universalservice.org/portal/login>
- Client Service Center (CSC) – 1-888-203-8100

Questions???



Where to Go For Help

State E-Rate Coordinator

- Lee Bray – 601-359-5544 / lbray@mdek12.org

Client Service Center

- Call – 1-888-203-8100
- They are extremely knowledgeable and can see the “backend”

USAC’s EPC Website: www.usac.org/sl

- Contains FAQs
- User Guides
- Video Tutorials