

Welcome

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E-Rate Training Fall 2016

Finishing FY2015 - Managing FY2016 - Preparing for FY2017

Housekeeping

- WiFi is available
- Applicants, consultants, and Service Providers were invited
- Feel free to have snacks if you brought them
- Coffee and water...help yourself
- Please sign the Sign-in sheet
- Ask questions at any time

Agenda

- E-Rate Overview
 - Background
 - Budget & Discount calculations
 - Services
 - FCC Forms
 - Do's and Don'ts
- EPC
- Funding Years: FY2015; FY2016; FY2017
- Fiber
- Competitive Bidding Process

Important Acronyms

- FCC: Federal Communications Commission
- USAC: Universal Service Administrative Company
- SLD: Schools and Libraries Division
- EPC: E-Rate Productivity Center
- C1 & C2: Category 1 & 2
- FCDL; Funding Commitment Decision Letter
- RNL: Receipt Notification Letter
- RAL: Receipt Acknowledgment Letter
- BEAR: Billed Entity Application Reimbursement
- SPI: Service Provider Invoice

Important Acronyms

- CEP: Community Eligibility Program
- NSLP: National School Lunch Program
- RFP: Request For Proposal
- RFI: Request for Information
- ESL; Eligible Services List
- PIA: Program Integrity Assurance
- PIN: Personal Identification Number
- CSB: Client Service Bureau
- NIF: Non-Instructional Facility

From The Beginning

- Federal Communications Commission (FCC), an independent U.S. government agency, established and oversees the E-rate program.
- Universal Service Administrative Company (USAC), a not-for-profit, administers the E-rate program along with three other programs.
 - High Cost; Lifeline; Rural Health Care; Schools and Libraries
- Schools and Libraries Division (SLD) is the part of USAC with responsibility for E-rate.

E-Rate Budget

- Since 1998 the program has been capped at \$2.3 billion.
- Starting in FY2015, 18th year of the program, the cap was increased to \$3.9 billion
- An additional \$1 billion has been set aside for Category 2 (Wi-Fi)
- Separated into 2 Categories (C1 & C2); previously called Priority 1 & 2
- Both categories now have independent budgets

Where Does E-Rate \$\$ Come From?

Monthly Charges

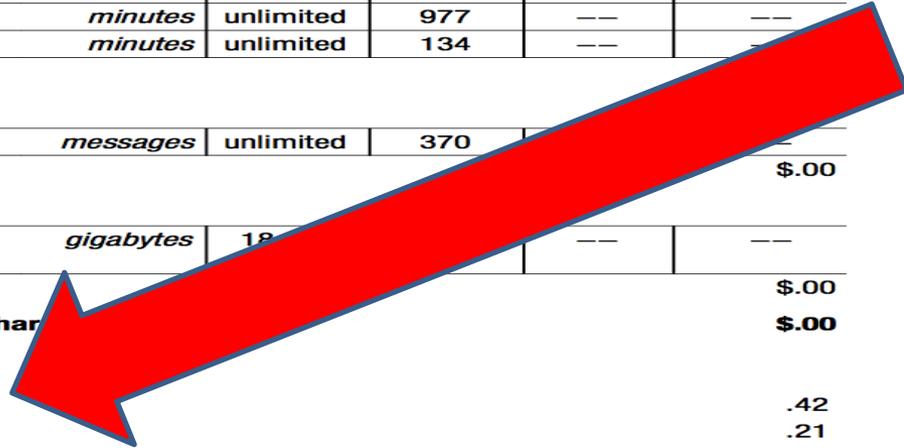
Smartphone Line Access	06/17 – 07/16	20.00
Family Base	06/17 – 07/16	4.99
		\$24.99

Equipment Charges

Device Payment Agreement 1112012424 – Payment 2 of 24		20.83
Paid 20.90		
Past Due .00		
Balance (after this month's current payment) 458.26		
		\$20.83

Usage and Purchase Charges

Voice		Allowance	Used	Billable	Cost
Shared	<i>minutes</i>	unlimited	565	---	---
Mobile to Mobile	<i>minutes</i>	unlimited	977	---	---
Night/Weekend	<i>minutes</i>	unlimited	134	---	---
Total Voice					
Messaging					
Text, Picture & Video	<i>messages</i>	unlimited	370	---	---
Total Messaging					
Data					
Gigabyte Usage	<i>gigabytes</i>	18	---	---	---
Total Data					
Total Usage and Purchase Charges					
\$0.00					
Surcharges+					
Fed Universal Service Charge					.42
Regulatory Charge					.21
Administrative Charge					1.23
\$1.86					



E-Rate Service Types

- Category One
 - Voice Services – subject to a phasedown of 20 percentage points per year that started in FY2015
 - Data Transmission and/or Internet Access
- Category Two
 - Internal Connections
 - Managed Internal Broadband Services
 - Basic Maintenance of Internal Connections

Category 2 Budgets

- Starting with FY2015, USAC calculates a Category Two (C2) budget for each school or library
 - The school or library can receive discounts on the pre- discount cost of C2 services up to its C2 budget amount
 - The C2 budget covers a five-year period starting with the first funding year USAC makes a C2 commitment

Category 2 Budgets

- Budget calculation
 - School calculation - $\$150 \times$ the maximum number of full- and part-time students using the services.
 - Library calculation:
 - $\$2.30 \times$ the total internal square footage of the library
 - For urban libraries, $\$5.00 \times$ the total internal square footage of the library - urban libraries have an Institute of Museum and Library Services (IMLS) locale code of 11, 12, or 21
 - Floor: If the budget calculation for a school or library results in a value less than $\$9,200$, the school or library budget is set at $\$9,200$

E-Rate Eligibility

- Elementary and secondary schools and school districts
 - Non-traditional facilities (conditionally by state)
- Libraries and library systems
- Consortia – groups of eligible entities that band together to aggregate demand and negotiate lower prices

E-Rate Discounts

- Discounts range from 20-90 percent of eligible costs (20-85 percent for Category Two services, up to 30 percent for voice in FY2017).
- Discounts are calculated for the school district or the library system (not for individual schools or library branches).
- Discount level depends on:
 - Use the National School Lunch Program (NSLP) in the appropriate school district
 - For a library, this is the public school district in which the main branch of the library is located
 - Urban or rural status
- Discount level for a consortium is the simple average of the discounts of the consortium members.

E-Rate Discounts

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

Simplifying Discount Calculations

- **School Districts**
- All schools in the school district get the same discount
 - Simplifies process by not having to calculate multiple discount rates for different groups of schools
 - When eligible, Non-Instructional Facilities (NIFs) get the same discount as the schools in district
 - Single schools within a district never get their own discount rate, even if they are the only school receiving that service
 - Urban/Rural status based on all of the schools in the district (not including NIFs).

Simplifying Discount Calculations

- **Schools or Charter Schools**
 - All schools in the school district get the district discount, even if they apply individually or are the only recipient of service
 - Independent schools, not part of a district, calculate their discounts based on their own student population
 - Independent schools, not part of a district, determine urban/rural status based on their own physical address.
 - These will have their own school board

Simplifying Discount Calculations

- **Libraries and Library Systems**
 - Libraries get their discount based on the percentage of student eligible for the NSLP in the school district in which the main outlet is located
 - No longer calculate discount based on all districts in which library system has outlets
 - Libraries calculate their own urban/rural status based on their own outlets. Therefore, the library system's discount may not match the school district's discount rate

Community Eligibility Program (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

Community Eligibility Program (CEP)

- Example:
- Single Charter School
 - School population = 1,000 students
 - 50% are direct certified = 500 students
 - 500 students * 1.6 = 800 students eligible for NSLP
 - $800/1000 = 80\%$ of students are eligible

*Direct Certification numbers are derived by the school or district rather than the state. Difficult to validate

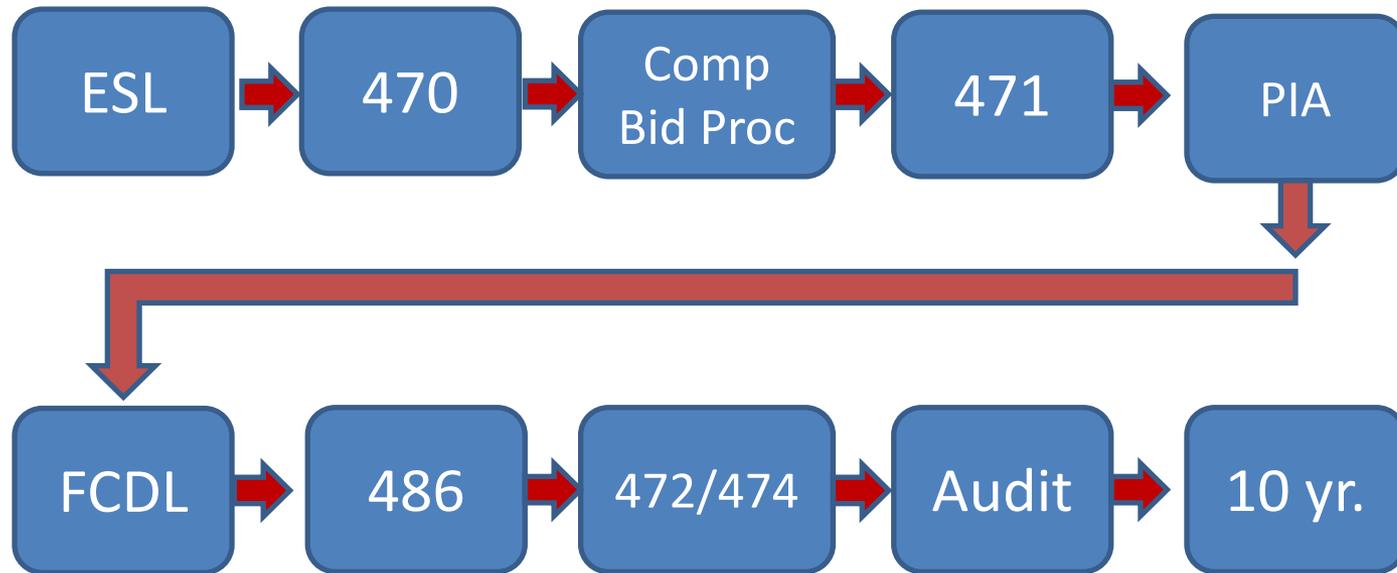
E-Rate Timeline

- Commitments for E-rate are made by Funding Year (FY), which runs from July 1 – June 30.
- USAC refers to the funding year as the year in which most services will begin, e.g., Funding Year (FY) 2017 is July 1, 2017 to June 30, 2018.
- Applicants use Fiscal Year (FY), which runs from July 1 – June 30.
- Fiscal Year 2016 was July 1, 2015 through June 30, 2016.
- Funding Year 2016 is July 1, 2016 through June 30, 2017.

Find Yourself

- On any given day, you will have three funding years to be worried about. So today you have:
 - Funding Year 2015 started July 1, 2015 and ended June 30, 2016.
 - Funding Year 2016 (current) started July 1, 2016 and will end in June 30, 2017.
 - Funding year 2017 PROCESS starts now, and the funding year will end June 30, 2018.
 - E-Rate is an exercise in Project Management

E-Rate Process



The FCC Forms

- **FCC Form 470**
 - Opens your competitive bidding process.
 - Notifies potential bidders of the types and quantities of services that you need.
 - Must be posted on the USAC website at least 28 days before filing the FCC Form 471.

Note: Request for Proposals (RFPs) or other supplemental documents may be issued in addition to describe specific needs and circumstances.

The FCC Forms

- **FCC Form 470**

- If you issue an RFP or RFP document, both the FCC Form 470 and the RFP document(s) must be available for at least 28 days.
- “RFP” and “RFP document” generically to refer to any bidding document that describes the project and requested services in more detail than that provided in the entry fields on the FCC Form 470.
- RFPs and RFP documents must be attached to the FCC Form 470 in EPC.

The FCC Forms

- **FCC Form 471**

- Identifies the service providers and eligible services you have chosen on funding requests.
- Identifies the eligible schools and libraries that will receive services.
- Calculates how much support you seek for the funding year using your discount calculation information.
- Must be completed and certified during the application filing window (which generally opens in January and extends for about 75 days) for that funding year.
- The window will likely be shorter for FY2017
 - Dates have yet to be announced

The FCC Forms

- **FCC Form 471**

- FCC Form 471 Receipt Acknowledgment Letter (RAL): a letter issued by USAC to the applicant and the service provider that summarizes the information provided in the FCC Form 471, which you should carefully review.
- USAC posts this letter in your EPC account (News feed).
- If you notice mistakes, use the RAL modification process in EPC to submit allowable corrections.
- USAC processes allowable corrections during the review of your application.

The FCC Forms

- **Funding Commitment Decision Letter (FCDL)**
 - Following application review, USAC issues this letter to both the applicant and the service provider. It contains decisions on approved or denied funding requests and next steps.
 - You can generate this notification from the Notifications section of your EPC account. It will then show up in your News feed.

The FCC Forms

- **FCC Form 486**

- Notifies USAC that your eligible services have started or been delivered and invoices for those services can be processed and paid.
- Reports your status of compliance with Children’s Internet Protection Act (CIPA)
 - A law with specific requirements on Internet safety policies.
- FCDL must be received before filing Form 486.
- FCC Form 486 must be filed before USAC can pay invoices.
- FCC Form 486 Notification Letter will be sent to both the applicant and service provider.

The FCC Forms

- **FCC Form 498**

- Applicants file FCC Form 498 in EPC
- Find or obtain the following numbers:
 - Federal Employer Identification Number (EIN) or Tax Identification Number (Tax ID)
 - DUNS Number
 - FCC Registration Number (FCC RN)
 - Bank routing number
 - Bank account number
- “One and Done” - Only compete once unless bank info changes.

The FCC Forms

- **FCC Form 472**
 - Applicants file FCC Form 472 in the legacy system.
 - If you have a Personal Identification Number (PIN), continue to use that PIN to log in to the legacy BEAR Form.
 - If you do not have a PIN, call CSB
 - BEAR Forms no longer require service provider review or approval.
 - BEAR Forms are due no later than 120 days after services have ended
- **FCC Form 474**
 - Completed by the Service Provider
 - SP will invoice applicant the discounted portion

Things You MUST Do...to be Successful

- File FCC Forms before deadlines
- Follow Idaho State procurement laws
- Follow all E-Rate rules and guidelines
- Must respond to PIA
- Keep up with every little detail of every funding year
- Attend training sessions
- Must be willing to phone a “friend” if you don't understand
- Have patience

Things You Cannot Do

- Pay for services to any residential home, even the Superintendent's
- Include ineligible services in your request unless you perform a cost allocation
- Receive help from a vendor with forms, RFP, competitive bidding, scoring, etc.
- Accept any type of free service from the vendor— Nothing is free!!!
- Accept a gift from a vendor that exceeds \$20 per event or \$50 dollars per year

Things You Cannot Do

- Transfer equipment before three years
- Receive discounts for duplicative services
- Receive discounts for redundant services
- Receive discounts for backup/spare services

Questions?



E-Rate Productivity Center (EPC)

- What the heck is this?
- EPC is the E-rate Productivity Center – the main point of contact for applicants with the E-rate Program
 - Complete and certify FCC Forms 470, 471, 498 and 486
 - Obtain the status of applications and requests
 - Submit appeals and post-commitment change requests (e.g., SPIN changes and service substitutions COMING SOON)
 - Receive timely reminders and notifications
 - Respond to PIA questions
 - Ask USAC questions

E-Rate Productivity Center (EPC)

The screenshot displays the E-Rate Productivity Center (EPC) interface. The top navigation bar includes 'News', 'Tasks (6)', 'Records', 'Reports', and 'Actions'. The user is logged in as 'School District 26 User 1'. The main content area is titled 'My Landing Page' and features the USAC TRAINING logo and a welcome message for School District 26. The interface is divided into several sections, each with a callout arrow:

- Menu Bar:** Points to the top navigation bar.
- Quick Links:** Points to the top right area containing links like 'Funding Request Report', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', 'Appeal', 'Manage Users', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'.
- Notifications:** Points to the 'Notifications' section, which includes a filter for 'Notification Type' and 'Funding Year', and a table with columns: Notification, Description, Issued Date, Generated By, and Generated On. The table currently shows 'No items available'.
- My Entities:** Points to the 'My Entities' table, which lists entities with columns: Entity, Entity Number, City, State, and Zip Code. The table contains four rows of data for School District 26 and its schools.
- My Tasks:** Points to the 'My Tasks' table, which lists tasks with columns: Name, Received, Status, and Deadline. The table contains six rows of task data.
- Customer Service Cases:** Points to the 'Customer Service Cases' table, which lists cases with columns: Case ID, Topic, Nickname, Status, and Date Created. The table is currently empty.
- FCC Forms:** Points to the 'FCC Forms' section, which includes a filter for 'Form Type' and 'Funding Year', and a table with columns: Nickname, Application Number, Funding Year, and Status. The table currently shows 'No items available'.

Menu Bar



News Tasks (108) Records Reports Actions

- The **News** tab contains your “letters,” other notifications from USAC (e.g. FCDL), and information on program activities – for example, if someone certifies a form.
- The **Tasks** tab includes actions for someone in your organization to do, such as respond to PIA requests.
- The **Records** tab features lists of related groups, such as applicants, service providers, and program forms.
- At this point, the **Reports** tab is limited to landing pages and RAL modification requests, but other reports can be added later.
- **Actions** include things you can do, such as submitting a customer service request or exporting FCC Form 470 or 471 data.

Quick Links

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

- Quick links to actions you can take
 - File a program form (FCC Forms 470, 471, 486)
 - Manage users (edit, create, change permissions)
 - Manage organizations (edit information)
 - Contact us (open a customer service case)

Notifications

Notifications

Notification Type:

Funding Year:

Wave Number:

Status  All Generated Not Generated

Notification	Description	Issued Date	Generated By	Generated On
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- From this section, you can search for, generate, and view notifications such as a Funding Commitment Decision Letter or FCC Form 486 Notification Letter.

My Entities

My Entities				
Entity	Entity Number	City	State	Zip Code
Library System 13001	8810	Washington	DC	20036
Library 1 In System 13001	9077	Alexandria	VA	23257
Library 2 In System 13001	9079	Alexandria	VA	23687
Library 3 In System 13001	9081	Alexandria	VA	23171
Library 4 In System 13001	9083	Alexandria	VA	23159

1-5 of 11

- From this section, you can access and edit profile information for each of your entities (individual schools, library branches, non-instructional facilities, annexes).

My Tasks

My Tasks			
Name	Received	Status	Deadline
Edit Form 471 Application	3/20/2016 7:40 PM EDT	Accepted	
Create FCC Form 470	3/30/2016 12:15 PM EDT	Accepted	
Edit Form 471 Application	4/27/2016 4:04 PM EDT	Accepted	

- From this section, you can access tasks that need to be completed, such as certifying a form.
- If you start but do not certify a form, the system will create a task for you to return to and finish your work from where you left off.

Customer Service Cases

Customer Service Cases				
Case ID	Topic	↑ Nickname	Status	Date Created
2400341	FCC Form 472 - BEAR	kuguiyguig	Pending	6/22/2016 5:40 PM EDT

- EPC users can file customer service cases, which are requests sent to the Client Service Bureau (our call center).
 - To create a case, go to the Actions tab in the Menu Bar and choose “Contact Us.”
 - You can ask a question, provide information, or make certain requests.
 - You can view a customer service case that you have already submitted, track USAC actions on the case, attach documentation, and/or ask follow-up questions.
- **More interactivity is possible than with the Submit a Question function.

FCC Forms

FCC Forms

Form Type ▼

Funding Year ▼

Status All
 Incomplete
 Certified

Nickname	Application Number	Funding Year	Status
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- From this section, you can search for and view program forms started and/or certified by your organization.

Additional Tools in EPC

- Submit a RNL modification
 - Changes to a FCC Form 470
- Submit an RAL modification
 - Changes to a FCC Form 471
- Respond to PIA questions
- Submit an Appeal

Questions?



Funding Year 2015: It's Not Over!



Funding Year 2015: It's Not Over!

- Beginning July 1, 2016, applicants using the BEAR process submit BEARs directly to USAC without service provider approval
- USAC deposits funds directly to applicants' bank accounts
 - Do not pass through the service providers
 - All reimbursements from USAC are made using electronic funds transfer
 - Most reimbursements happening within 3-4 days
- All BEAR applicants must file Form 498 to provide bank account information to USAC
 - One and Done!!!
 - Check 498 approval status at: <http://www.usac.org/sl/tools/498-ID-Status.aspx>
 - Takes a minute for the list to load
 - Search by your Billed Entity Number
 - Even if not submitting a BEAR this year, get your 498 filed

Problems Getting 498 Approvals

- Applicants creating form, but not certifying
 - How will you know? If your BEN doesn't show up in the 498 Status Tool
 - This usually means the person isn't set up as "school or library official" in EPC and couldn't certify
- Applicants submit form, but system not asking for cancelled check to be uploaded
 - After you submit the 498, go directly to the secure site to upload the check:
<http://efileweb.usac.org/ContributorManagement/V1/BankValidation>
- Applicants getting 498 denials:
 - Check doesn't match bank account data on form, or
 - Bank account and Bank routing numbers are switched
 - **Simply modify your submitted 498 – don't submit new one**
 - Search for it under Records

PIN Needed to Submit BEAR

- All BEARs must be submitted online
 - Paper BEARs can no longer be submitted
 - Use “old” BEAR system: <http://www.sl.universalservice.org/menu.asp>
- PIN needed to log-in to Online BEAR
 - PIN is not your EPC Password
- If you had a PIN but can't find it, call CSB at 888-203-8100 and they will regenerate it
- If you don't have a PIN, you must complete a simple template and submit to USAC
 - Template available at: <http://e-ratepa.org/?p=14871>
 - Submit using 'Submit a Question' feature
 - New and regenerated PINs are taking several weeks to be e-mailed/mailed
- **If you don't yet have a PIN, request an IDER!!!**

Unused FY2015 C2 Funds

- C2 budgets are based on school enrollments
- Funding is “drawn down” from a school’s budget whenever funds are COMMITTED
 - not when funds are disbursed
- Therefore, to regain the unused funds in your C2 budget you must file a Form 500
 - Paper form (for now)
 - Type-in version available at:
<http://e-ratecentral.com/formsRack/app/forms/500-typein.pdf>
 - Must include detailed spreadsheet showing what equipment wasn’t purchased for which school
- Functionality not yet available for FY2016 Form 500’s
 - Will be in EPC in coming months

Calculating Remaining C2 Budgets

- Multiply each school's current enrollment by \$150, then subtract the pre-discount amount of any C2 E-rate funding used FY2015 or FY2016
- EXAMPLE:
 - School A had 300 full time students in FY2016. Their C2 budget was \$45,000 ($\150×300).
 - School received C2 funding commitments for \$25k in 2016 and (this is the pre-discount amount, not what was requested from E-rate)
 - The remaining budget available for next 4 years (FY2017 – 2020) would be \$20,000 ($\$45,000 - \$25,000$)
 - IF....School A's enrollment for FY2017 increases to 325, they would have an additional \$3750 ($\$150 \times$ additional 25 students) for FY2017
 - School A's remaining C2 budget, adjusted for FY2017 enrollment, would be \$23,750 ($\$20,000 + \3750)

*Hint: If enrollment declined for FY 2017, I would use last year's enrollment data

Resources

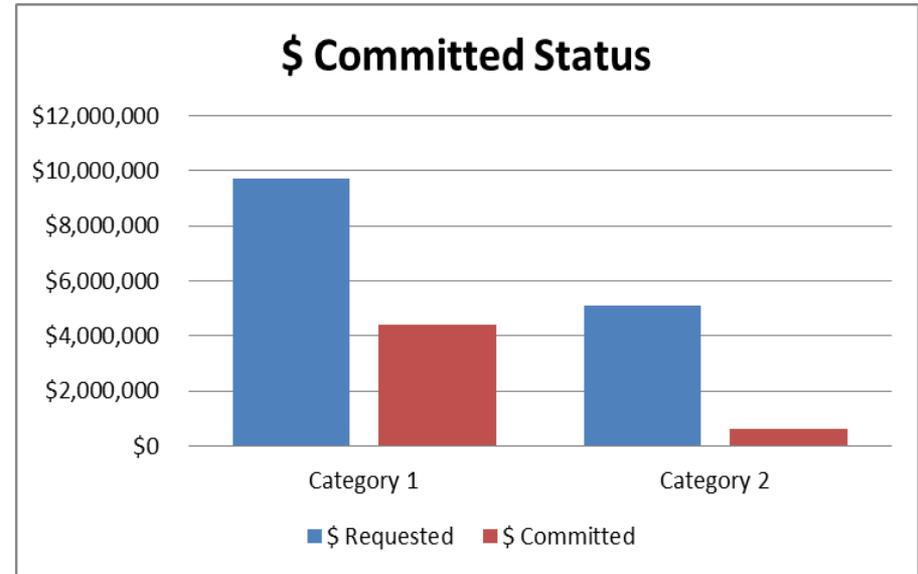
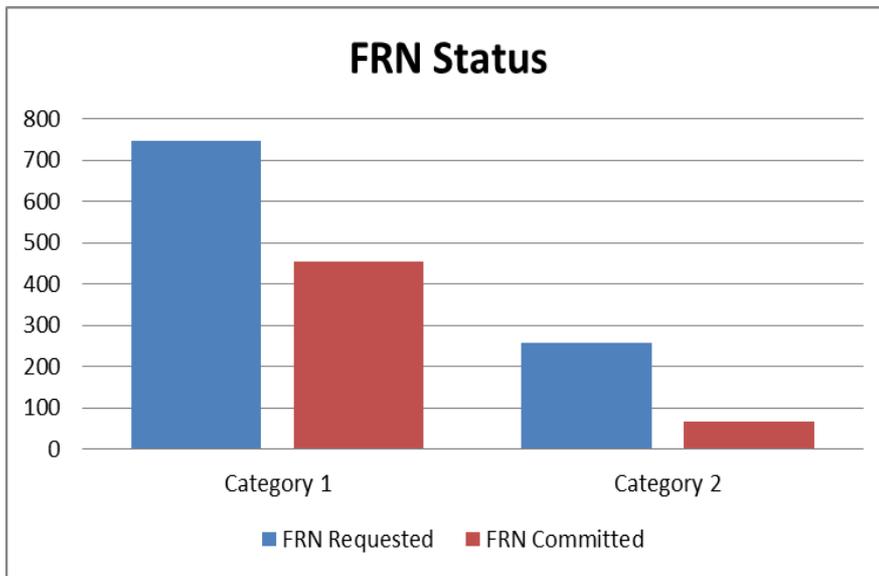
- BEAR Filing Site:
 - <https://www2.sl.universalservice.org/bear/login.aspx>
- View FRN Extension Status:
 - http://www.sl.universalservice.org/utilities/FRN_CurFundExt.asp
- FRN Status Tool:
 - <https://data.usac.org/publicreports/FRN/Status/FundYear>
- Submit a Question:
 - http://www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx
- Glossary of Terms:
 - <http://www.usac.org/res/documents/sl/pdf/handouts/SL-Glossary-of-Terms.pdf>

Funding Year 2016: We've Only Just Begun!



Status of ID FY2016 FCDL's

	Total FRN's	FRNs Decided	% FRNs Decided	\$ Requested	\$ Committed	% Committed
Total	1006	519	51.6%	\$ 14,832,869.96	\$ 5,013,402.83	33.8%
C1	748	453	60.6%	\$ 9,718,815.48	\$ 4,401,438.07	45.3%
C2	258	66	25.6%	\$ 5,109,936.08	\$ 611,964.76	12.0%



Status of ID FY2016 FCDL's

- Most of FY2016 FRNs should be committed by the end of November(?)

What can you do?

- If PIA contacted you in a previous month and you haven't received an FCDL, e-mail back the reviewer and ask if they have any additional questions
- Express if it's urgent you receive the FCDL
- Check the new FRN Status Tool:
<https://data.usac.org/publicreports/FRN/Status/FundYear>

FY2016 Form 486

- If you have been funded for FY2016, don't forget to file your Form 486 to "turn-on funding"
- I can run a report if you are not sure
- You must wait until you receive an FCDL to file the 486
- FCDL will come through NEWS feed in EPC
- Deadline to file 486 is 120 days after FCDL date
- VERY easy form to file in EPC (click, click, click)

Purchasing C2 Equipment Before FCDL

- Many of you need the C2 equipment and don't want to (or can't) wait for the FCDL
- You may purchase equipment now, but remember:
 - PO should be for the full amount and then YOU submit the BEAR to get reimbursed after FCDL
 - Applicant assumes the risk
- Label all equipment with FY2016, FRN xxxxxx
- Keep detailed asset inventory:
 - Make & Model
 - Serial Number (if available)
 - Physical Location of Equipment (building/room number)
 - Date Installed
 - Funding Year 2016 and FRN #
 - Purchase Order #

FY2016: Lessons Learned

- Use the narrative boxes on 470
- Upload ALL RFP documents
 - Amendments, FAQs, any supplemental documentation that an applicant shares with vendors
- Have EPC account configured correctly
 - User permissions
 - Be sure all NIFs are included
- Don't miss BEAR deadline
- Upload C2 contracts
- Obtain signed contract extensions, if contract permits
- Expect to provide invoices for C2 BEARs
- Label and track equipment for audits

Funding Year 2017: Get Started!



FY2017 Form 471 Application Window

- Form 470s being accepted in EPC NOW
 - Work backwards from last board meeting date
 - Give yourself plenty of time for procurements/negotiations/approvals
- USAC does not want to have another 2-window application cycle
 - Seeking to have all applicants use a single Form 471 filing window
- Because of the building-block approach of EPC (consortia and libraries are dependent on the school district discount data), schools must have enrollment/NSLP data “locked-in” prior to the Form 471 single filing window opening
 - If new data isn’t entered, last year’s data will remain

Do Not Enter New Data Now

- USAC will instruct applicants when they can update data
- There will be a deadline to update data, and filing window will open after that deadline

FY2017 Form 471 Application Window

- Much work will be done outside of window:
 - Contract Records can be entered in EPC now
 - Existing contract records continue to exist
 - Discount data will be in EPC prior to window opening
 - Connectivity survey in EPC can be done now
 - Only required if information has changed
- Copy FRN functionality in 471
 - Can copy an FRN from FY 2016 and modify
- Therefore, window *could* be shorter than previous years
- USAC wants to have FCDLs out by July 1 next year
- Window deadline guess?

Plan on end of March deadline

FY2017: What's NOT Changing

- Form 470 and Form 471
 - *May be some minor wording tweaks in 471*
- Form 471 Category 2 Templates
- Enrollment/NSLP Upload Template
 - Beneficial for large districts
- EPC Framework
 - Not expected to change until FY 2019

FY2017 Eligible Services

- New ESL contains almost no changes
- Tries to clarify whether certain connections between buildings and between schools qualify for C1 or C2
 - Still being sorted out; will post message to Blog on changes
- Voice continues to be phased out
 - 60% less than C1 discount in FY 2017
 - So 80% applicant would have 20% discount, etc.

Voice Phase-Out Schedule



If Your Discount is:	Voice Discount Will Be:				
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
20%	No funding	No funding	No funding	No funding	No funding
25%	5%	No funding	No funding	No funding	No funding
40%	20%	No funding	No funding	No funding	No funding
50%	30%	10%	No funding	No funding	No funding
60%	40%	20%	No funding	No funding	No funding
70%	50%	30%	10%	No funding	No funding
80%	60%	40%	20%	No funding	No funding
90%	70%	50%	30%	10%	No funding

Dark Fiber/Self Provisioned Fiber

- **Leased Lit Fiber:** Service provider owns and manages the network, and the E-rate applicant pays a recurring fee to have data transported over the network
 - End-to-End service
- **Leased Dark Fiber:** Applicant leases a portion of a provider-owned and maintained fiber network
 - Provider maintains fiber
 - Applicant lights the network
 - E-rate will pay for network lighting equipment
- **“Owned” Self-Provisioned Networks:** Complete applicant ownership of a fiber network
 - The applicant hires a vendor to construct the network or a portion of the network
 - Applicant thereafter owns and maintains the network
 - E-rate will pay for maintenance and network lighting equipment

Special Construction Charges

- “Build” Charges
 - One time charges incurred for installation of new service
 - Can be for Leased Lit, Leased Dark or Self Provisioned Fiber
- Special Construction includes:
 - Construction of network facilities
 - Design and engineering
 - Project management
- Can be paid by E-rate in first year
 - No requirement to amortize E-rate funding over 3 years
- Applicants can ask vendors for up to a 4 year payment plan for the non-discounted share of these costs
 - Provision must be included on the Form 470



Fiber Bidding Requirements

- Must bid Self Provision and/or Dark Fiber WITH Lit Fiber
- Must release RFP with Form 470
 - Include ALL RFP documents
- Bidding period must be longer than 28 days – recommended to be 6 weeks
- If construction and *ownership* of dark fiber facilities is found to be most cost-effective, this option is new for E-rate funding in FY2016
- Cost effectiveness must be evaluated over the entire life cycle of the facilities and must include all related costs of service and total cost of ownership
- START NOW

Idaho BIIG Update

- Special Construction with State Match option
- FCC must approve Idaho to be an option for applicants to receive the 10% State Match and 10% FCC Match
- Currently FCC is not comfortable with some provision language in the bill
- It will take longer to write rules than to modify language
- Bill will go back into legislation for possible change
- Don't have insight on the outcome

Competitive Bidding Requirements

- No one other than the applicant or an authorized representative of the applicant should prepare, sign or submit the FCC Form 470 or certification.
- The FCC Form 470 and/or the RFP must describe the desired products and services with sufficient specificity to enable interested parties to submit bid responses.
- All potential bidders must have access to your FCC Form 470, RFP (or other supplemental documents describing the procurement, if you have them).
- You must evaluate the incoming bids fairly and equally, and select the most cost-effective bid using price as the primary factor.

Sample Evaluation Matrix

- The price of the eligible products and services must be the most heavily weighted factor in your evaluation of bids.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	30	15	30	25
Prior experience w/ vendor	20	20	0	20
Prices for ineligible services, products and fees	25	20	15	25
Flexible Invoicing: 472 or 474	15	0	15	15
Local or in-state vendor	10	10	8	7
Total	100	65	68	92

Competitive Bidding Process

- After waiting at least 28 days, you can:
 - Choose your service provider(s)
 - Sign and date contract THEN...**Do not wait until service start date**
 - Submit an FCC Form 471
- Retain all vendor selection documentation for at least ten years from the last date to receive service.
 - Winning & losing bids, correspondences, memos, bid evaluation docs, etc.
- Price of the eligible goods and services must be the primary factor or the most heavily weighted overall in any tier.
- Evaluation begins after 28-day waiting period.
- Service providers may not pay for applicant's termination charges incurred in breaking a contract.

RFP Considerations

- Follow Idaho State Procurement Laws
- 3-5 year contract term
- Conduct a Request For Information (RFI)
- Determine bandwidth “needs” in the 470/RFP process
 - “Need” should be considered over the term of the contract
- If you issue an RFP, the RFP and all other supporting documents must be attached to the FCC Form 470 in EPC.
- EPC will require an RFP to be uploaded when you are requesting support for leased dark fiber or self-provisioned fiber.

Bandwidth Request Example

- Student and user population: 500
- SETDA guideline for 2017-18: 1.5MB/user
- SETDA guideline for 2020-21: 4.3MB/user
- Current Bandwidth: 100MB
- $500 \times 1.5\text{MB} = 750\text{MB}$ or $500 \times 4.3\text{MB} = 2.1\text{GB}$ (2020-21)
- Form 470 and RFP bandwidth request for bids:
 - 100MB, 200MB, 300MB, 500MB, 1GB
- Get pricing for all levels
- Buy only what district needs and move within range when need changes within contract period

RFP Considerations

- Cannot list specific make and model of services sought without also allowing equivalent products and/or services to be bid.
- “XYZ manufacturer's router model 345J or equivalent”
- 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).
- Bidder disqualification criteria must be spelled out in FCC Form 470 and/or RFP and be available to all.

Reminders!

- File FY2015 BEARs by October 28, 2016
 - Apply for PIN if you don't have one
 - Submit Form 498 if filing a BEAR
 - File IDER now to obtain invoice deadline extension
- File FY2016 Form 486s after FCDL (120 days)
- File FY2017 Form 470s NOW
 - Review C1 contracts for expiration dates
 - Determine what schools need C2 equipment
- Don't update enrollment/NSLP in EPC YET

Questions?



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