



EPC Portal



Form 498



Wireless Funding

E-RATE FOR SCHOOL BUSINESS OFFICIALS



Direct Payments



Competitive Bidding



DIY E-rate

JULIA BENINCOSA LEGG
STATE E-RATE COORDINATOR
WV DEPARTMENT OF EDUCATION



EPC PORTAL

EPC PORTAL

- Launched July 2015
- Still in development
- Many features not yet available
- <https://portal.usac.org/suite/>

Support: E-rate in WV Site
<http://tinyurl.com/eratewvde>



EPC PORTAL DEMO


- Landing page

NewsTasks (10)RecordsReportsActions

School District 8 User 1 - Appia

My Landing Page

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 496 | Appeal | Manage Users | Manage Organizations | USAC Website | Contact Us | Help



Welcome, School District 8!

Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

Status: ☒ All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 8	124	Springfield	WV	26763
School District 8 School A	126	Springfield	WV	26763
School District 8 School B	127	Springfield	WV	26726
School District 8 NIF	125	Springfield	WV	26763

My Tasks

Name	Received	Status	Deadline
Create FCC Form 471 - 161000659 - C1 Test for Anne	7/8/2016 12:05 AM EDT	Assigned	
Create FCC Form 471 - 161000872 - C2 budget max test	7/4/2016 12:17 AM EDT	Assigned	
Create FCC Form 471 - 161000222 - test	7/5/2016 12:09 AM EDT	Assigned	
Create FCC Form 471 - 161000363 - test13	7/6/2016 12:06 AM EDT	Assigned	
Create FCC Form 470 - 8160000106 - test	7/8/2016 12:00 AM EDT	Assigned	
Create FCC Form 470	12/8/2015 1:42 PM EST	Accepted	
Download PDF for FCC Form 496 - E-rate Deposit Account - Internal Connections - 443000010	2/4/2016 3:13 PM EST	Assigned	

Create FCC Form 471 - 161000126 - c2 test

6/27/2016 12:25 AM EDT

Assigned

Certify FCC Form 471 (test1) submitted by School District 8 User 1

7/1/2016 12:23 AM EDT

Assigned

Create FCC Form 471 - 161000220 - test

7/7/2016 12:09 AM EDT

Assigned

1-10 of 10

Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
59	Eligible Entities	Test Case	Pending	11/3/2015 11:29 AM EST

FCC Forms

Form Type: FCC Form 470

Funding Year: -- Select a Funding Year --

Status: ☒ All
☐ Incomplete
☐ Certified

Nickname	Application Number	Funding Year	Status
No items available			

EPC PORTAL DEMO

- Landing page
- Newsfeed



EPC PORTAL DEMO

- Landing page
- Newsfeed
- Tasks

NewsTasks (10)RecordsReportsActions

School District 8 User 1 - Applan

USAC

Assigned to Me

Sent by Me

Starred

Status

Open

Deadline

Overdue

Today

Within 7 days

Click here to send a task...

3 Newest

✓

Me, Julia Legg

Create FCC Form 471 - 161000659 - C1 Test for Anne

16 hours ago

✓

Me

Create FCC Form 470 - #160000106 - test

16 hours ago

✓

Me, Julia Legg

Create FCC Form 471 - 161000220 - test

Yesterday, 12:09 AM

✓

Me, Julia Legg

Create FCC Form 471 - 161000363 - test13

Wednesday, 12:09 AM

✓

Me, Julia Legg

Create FCC Form 471 - 161000222 - test

Tuesday, 12:09 AM

✓

Me, Julia Legg

Create FCC Form 471 - 161000872 - C2 budget max test

Monday, 12:17 AM

✓

Me, Julia Legg

Certify FCC Form 471 (test1) submitted by School District 8 User 1

Jul 1, 2016

✓

Me, Julia Legg

Create FCC Form 471 - 161000126 - c2 test

Jun 27, 2016

✓

Me

Download PDF for FCC Form 498 - E-rate Deposit Account - Internal Connections - 443000010

Feb 4, 2016

5

EPC PORTAL DEMO

- Landing page
- Newsfeed
- Tasks
- Actions

NewsTasks (10)RecordsReportsActions

School District 8 User 1 - /Applan



All •
Starred ☆

Applications

EPC Customer Service (2)
EPC Funding Requests (1)
EPC Open Competitive Bidding (1)

⚡ Contact Us ☆
Create a customer service case

⚡ Create a Whistleblower Case ☆
Use this function to report an instance of program rule violations, or waste, fraud and abuse.

⚡ Search and Export Certified FCC Form 471 Funding Request(s) ☆
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.


⚡ Search and Export Certified FCC Forms 470 ☆
This function allows you to search for certified FCC Forms 470 and export the results.

EPC PORTAL DEMO

- Landing page
- Newsfeed
- Tasks
- Actions
- User Management

NewsTasks (10)RecordsReportsActions

School District 8 User 1 - Applian



Manage User Permissions

Organization Details

Name	School District 8	FCC Registration Number	1234567890
Address	100 Main Street Springfield, Test County, WV 26763	Organization Type	Applicant
Mailing Address	100 Main Street Springfield, Test County, WV 26763	Phone Number	555-555-5556
		Email	school.district8.user1@mailinator.com

User Permissions

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

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

Name	Email	Apply All	470 Permission	471 Permission	498 Permission	FRN Mod Permission	486 Permission	Appeals Permission
School District 8 User 1	school.district8.user1@mailinator.com	<input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	School or Libr <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>
Julia Legg		<input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	No Access <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>

Cancel

Submit

FORM 498 PERMISSIONS

- Filer must be created as a user in the system & accept the Terms and Conditions
- Form 498 Permission must be set after the above

FORM 498 PERMISSIONS

- The account administrator for the organization's account in the E-rate Productivity Center (EPC) assigns permissions for two roles:
 - School or Library Official
 - General Financial Contact

FORM 498 PERMISSIONS

- School or Library Official
- A school or library official occupies a position of authority for the applicant. For example, the official could be a superintendent, assistant superintendent, principal, assistant principal, library director, assistant library director, county administrator, district administrator, or state education department or state library lead. The official cannot be a consultant, and must be authorized to certify to the accuracy and completeness of the information on the form.

FORM 498 PERMISSIONS

- General Financial Contact
- A general financial contact is a person authorized to retrieve FCC Form 498 information. He or she can complete but not certify updates to the form.

FORM 498 PERMISSIONS

- To set up these permissions, the account administrator logs in to EPC, selects "Manage Users" from the organization's landing page, and then "Manage User Permissions." The permissions for the FCC Form 498 are located in the "498 Permission" column.



FCC FORM 498

E-rate Invoice
Deadlines
CRITICAL!

FCC FORM 498

- Applicants who intend to use the direct Billed Entity Applicant Reimbursement (BEAR) payment process must file FCC Form 498 through the E-rate Productivity Center (EPC) to obtain a 498 ID.
- Direct deposit of funds - expedites receipt of funding!
- The 498 ID is a separate number from the Billed Entity Number (BEN).
- This form provides the banking information necessary to electronically transfer the approved funds to the applicant.
- USAC must have an FCC Form 498 that has been reviewed, approved, and on file before a direct BEAR payment can be made.

FCC FORM 498

- Applicants who file BEAR Forms on or after July 1 will receive a remittance statement, detailing the amount requested on the BEAR Form and the amount approved for payment by USAC.
- The remittance statement will replace the BEAR Notification Letter.
- Remember that USAC cannot process a payment if a service provider has not filed an FCC Form 473 (vendor-filed SPI) or the applicant has not filed an FCC Form 498 (applicant-filed BEAR).

FCC FORM 498

- Items required to file the 498:
- Account
- Permissions
- Federal Employer Identification Number (EIN) or taxpayer identification number (Tax ID)
- DUNS number (Data Universal Numbering System)
- District's FCC Registration Number (FCC RN)*
- Banking information

*Call Julia if you cannot locate your FCC RN.

FCC FORM 498

- Banking information required:
- Bank name
- Account number – the number assigned by your bank to identify your account
- Routing number – a nine-digit number that identifies the specific bank

NOTE!! The bank account information provided on the form cannot be for a bank account owned by a consultant.

FCC FORM 498

- USAC Outreach
- E-mail will come asking for documentation that verifies the bank account owner, the routing number, and the account number
- From: USAC Schools and Libraries
erate@lists.universalservice.org
- Subject: Action Required for E-rate BEAR Invoicing! Process Changes July 1
-
- Examples: canceled check or a bank statement
- USAC cannot complete the processing of the FCC Form 498 without this documentation.



Schools and Libraries (E-rate) Program

Action Required! Change to E-rate BEAR Invoicing

The E-rate Program's Billed Entity Applicant Reimbursement (BEAR) invoicing process is changing on July 1, 2016, and there are **actions you need to take** to continue using the BEAR invoicing process.

You are receiving this message because you are listed as a contact for an E-rate Program applicant that has used BEAR invoicing in the last two years.

Starting July 1: Reimbursements paid directly to your bank

Effective July 1, 2016, applicants using the BEAR invoicing process (via the FCC Form 472) must receive reimbursements paid directly to their organization's bank account (no check payments are allowed). All invoicing forms must be submitted online.

Action items!

Complete these tasks to continue using the BEAR invoicing process after July 1, 2016:

1. **Provide your banking information** on an FCC Form 498 (Service Provider and Billed Entity Identification Number and General Contact Information Form)
 - o File the form in the E-rate Productivity Center (EPC)
 - o This will generate an FCC Form 498 ID number (applicant 498 ID), which you can cite on your FCC Form 472 (BEAR invoicing form)
2. **Verify your banking information** by sending a clear image of a voided check or statement from your financial institution that includes the bank name and your account number
 - o Please submit the documentation online
3. **Invoice USAC** by filing the FCC Form 472 online

More information

Visit the Invoicing Changes and Obtain an Applicant 498 ID pages on our website, or read the May 20 issue of the SL News Brief, to learn more about the direct BEAR payment process.

If you need assistance, call our Client Service Bureau at (888) 203-8100.

FCC FORM 498

- No checks or bank statements? No problem!
- Statement from bank on bank letterhead with:
- District Name as it appears in USAC's system*
- Billed Entity Number*
- Routing Number
- Bank Account Number

*Julia can assist you in obtaining these items.



WIRELESS FUNDING

WIRELESS FUNDING

- Opportunity to fund school networks and upgrades
- Category 2
- Budget Cap \$50 per student x 5 years =\$150
- Student enrollment impacts budget each year

WIRELESS FUNDING

- In some cases, enrollment dropped--budget decreased
- Amount remaining from 2015--LOST!
- Counties can use state funds and WVDE can file on behalf of the schools (saving consulting fees!!)

WIRELESS FUNDING

- Example:
- 500 Students x \$150 = \$75,000
- Discount is applied - 80%
- E-rate Pays: \$60,000

Note that the budget floor for schools with 62 students or under is \$9,200

WIRELESS FUNDING

- New school construction
- Can estimate enrollment (true's up after opening)

WIRELESS FUNDING

- Multiple campus schools (annex buildings) share in the same budget
- Example: Preschool building where the students are coded in WVEIS as part of the Elementary school
- Board office or other non-instructional sites are not eligible for Internal Connections
- Exception: Board office classroom assigned WVEIS code and designated as a school

WIRELESS FUNDING

- Eligible Products
- Access points & Wireless controller systems
- Antennas, cabling, connectors, and related components used for internal broadband connections
- Switches
- Routers
- Racks
- Uninterruptible Power Supply (UPS)/Battery Backup
- Software supporting the components on this list used to distribute high-speed broadband throughout school buildings and libraries
- Functionalities listed above that can be virtualized in the cloud, and equipment that combines eligible functionalities, like routing and switching, are also eligible.

WIRELESS FUNDING

- Other Eligible Services that share the same budget cap:
- **Caching** - stores information locally so information more quickly accessible.
- A caching service or equipment that provides caching, including servers necessary for the provision of caching, is eligible for funding.

WIRELESS FUNDING

- Other Eligible Services that share the same budget cap:
- **Basic Maintenance of Eligible Broadband Internal Connections**
- Repair and upkeep of eligible hardware
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone-based technical support
- Software upgrades and patches including bug fixes and security patches
-

WIRELESS FUNDING

- Basic Maintenance Limitations
- Contract must specifically identify the eligible internal connections covered, including product name, model number, and location.
- Basic maintenance will ONLY pay for the actual work performed under the agreement or contract.
- Support for bug fixes, security patches, and technical support is not subject to this limitation.

WIRELESS FUNDING

- Basic maintenance does not include:
- Services that maintain ineligible equipment
- Upfront estimates that cover the full cost of every piece of eligible equipment
- Services that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment's ability to transport information
- Network management services, including 24-hour network monitoring
- On-site technical support (i.e., contractor duty station at the applicant site) unless applicants present sufficient evidence of cost-effectiveness
- Unbundled warranties

WIRELESS FUNDING

- **Eligible Managed Internal Broadband Services**
- Third-party services for the operation, management, and monitoring of eligible broadband internal connections (e.g., managed Wi-Fi).
- Limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools.
- Include the management and operation of the LAN/WLAN, including installation, activation and initial configuration of eligible components, and on-site training on the use of eligible equipment.
- In some models, the third party manager owns and installs the equipment and school and library applicants lease the equipment as part of the managed services contract.
- In other cases, the school may own the equipment, but have a third party manage it for them.



COMPETITIVE BIDDING

COMPETITIVE BIDDING

- E-rate requires applicants to follow all E-rate, federal, state and local rules
- Form 470 is always required, but RFP may not be - refer to Policy 8200
- RFP should specify if multi-year contract is desired and terms (1 yr/2 signed renewals; 3 yr/2 signed renewals)
- Posting must be total of 28 days from the most recent document posted (470 or RFP, whichever is posted later)

COMPETITIVE BIDDING

- Only Form 470 exemption:
- Commercially available business class Internet access services if they cost \$3,600 or less annually (including any one-time costs such as installation)
- Must provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream, and provide basic conduit access to the Internet at those required minimum speeds.

COMPETITIVE BIDDING

- Bidding process must be open and fair
- Bids posted to EPC and available globally via Internet
- Be sure to include information regarding any schools opening or closing during the term of contract
- If any document is prepared for bid, USAC considers this an RFP!! Be sure to include it in EPC
- Addendums to RFPs should also be uploaded to append the bidding documentation when released
- Q & A should be provided in an addendum and released all at one time

COMPETITIVE BIDDING

- No bidder can have advance knowledge of project information - difficult when working with incumbent
- Gifting from service providers is not permitted to anyone involved in E-rate or competitive bidding processes, including those influencing decisions and voting on contracts (some ***de minimus*** exclusions apply like coffee & donuts at a meeting) - DOCUMENT!
- The value of "Free Services" must be deducted from the pre-discount costs of funding requests (price reductions, promotional offers, free products)

COMPETITIVE BIDDING

- Once complete, the next step is **evaluation**
- Evaluation matrix must have cost of eligible products ***most heavily weighted***
- Cost does not have to be the sole factor
- You decide what factors you want to consider in your evaluation and how important each factor is to you - be prepared to justify tangibly for audit
- You can use as few or as many evaluation factors as you like, and you can assign percentages or points to the factors you use to reflect their relative importance
- Can't just award to incumbent because you have long-term relationship or "like them best"

COMPETITIVE BIDDING

- Services can be provided as month-to-month (tariff no longer in WV) - Still requires 470
- Contract & signed renewals must be signed prior to submission of E-rate forms
- If board vote is required for valid contract, must happen prior to submission of E-rate forms - keep documentation of minutes
- Upload of contracts aren't required, but expedite review

COMPETITIVE BIDDING

- Can use state contracts:
- As a bid with your 470
- Or avoid bidding and 470 process by using specific contracts with a **State** 470:
- Tools for Schools (State Replacement in 2017)
- Replacement for MPLS07 (Should be awarded any day now)
- VoIP13

NOTE! Sole-source contracts are NOT recognized by E-rate and require a bid process (Apple, Centrex, etc.)

COMPETITIVE BIDDING

- Funding Year 2017 - Fiscal Year 2018 Form 470 is NOW AVAILABLE!
- Start Early!

IMPORTANT NOTES!

- Once applied for, cannot change providers unless they cannot provide services as promised
- Must plan ahead for increases - E-rate won't increase funding after application request
- Need to increase anyway? Can substitute services, but E-rate won't increase funds



E-RATE DIY

E-RATE DIY

- Currently 17 districts DIY
- Assistance via 1:1 webinars through each step
- EPC should make process more simplified
- New system automates a lot of functions
- Copy Funding Year 2016 application in 2017
- Uploads and imports
- State-filed C2 - Internal Connections



**SAVE THE DATE!
FALL E-RATE TRAINING**

**NOVEMBER 16-17, 2016
FAIRMONT, WV**

**EMAIL [JULIA.LEGG@K12.WV.US](mailto:julia.legg@k12.wv.us) TO BE ADDED
TO LIST FOR TRAINING ANNOUNCEMENTS!**

