

Bureau of Indian Education E-rate Handbook

2016-2017

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Resources

BIE E-rate Team - erate@bia.gov

Universal Service Administrative Co
(USAC) – 1-888-203-8100 -

<http://www.usac.org/default.aspx>

E-rate Project Manager-Marlene
Walker, marlene.walker@bie.edu

E-rate Program Tribal Liaison –
Mackenzie Howard

TribalTraining@usac.org

Bureau of Indian Education Mission

Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with a tribe's needs for cultural and economic well-being, in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. Further, the BIE is to manifest consideration of the whole person by taking into account the spiritual, mental, physical and cultural aspects of the individual within his or her family and tribal or village context.

Bureau of Indian Education – E-rate Program

Investing in and keeping pace with changing technology allows BIE-funded schools to take full advantage of new learning resources, and are essential to leveling the playing field for Native American communities. By exposing Native students to global opportunities, empowering them with more personalized learning, and equipping them with tools to help them succeed, our schools can better prepare Native students for their future in the digital age.

This funding year, the E-rate program is expected to award a total of almost \$4 billion to schools nationwide. The deadline to apply is rapidly approaching, so being involved in the process early will provide opportunities to take advantage of the E-rate program and the funding available for your school!

Bureau of Indian Education E-rate Team

BIE has appointed an E-rate Team that will provide technical assistance to increase the competitiveness of E-rate applications from BIE-funded schools. If you need help with your application or the E-rate process, please email erate@bia.gov*

*Update email address accordingly

E-rate Current News

The New Application Process for 2016: The E-rate Productivity Center (EPC) portal

Through the release of the new E-rate Productivity Center (EPC) portal, USAC has created a one stop location for the submission of all future E-rate forms. All schools and libraries must obtain an EPC account and utilize the portal for the submission of all E-rate forms starting 2016. The process to obtain an account can take a week or more to complete, so schools are encouraged to contact the USAC Helpdesk at 1-888-203-8100 as soon as possible to set up their accounts. Information and training on the Portal is available [here](#). Information on the new Form 470 procedure is available here: [FCC Form 470 User Guide](#).

In 2014, the Federal Communications (FCC) issues the E-rate Modernization Order that sets "ensuring Affordable Access to High-Speed Broadband to the classroom as its top priority. To accomplish this goal, the FCC has:

- Increased the overall funding cap for all schools and eliminated or has begun phasing out support for on-priority services such as email, webhosting, phone lines and cell phones
- Set broadband speed goals for schools and libraries
- Established "predictable" funding for internal Wi-Fi connections

Important E-rate dates and deadlines



Recommendation: This box should contain current news and information; either from BIE or USAC, and updated on the BIE E-rate website

Purpose of Handbook

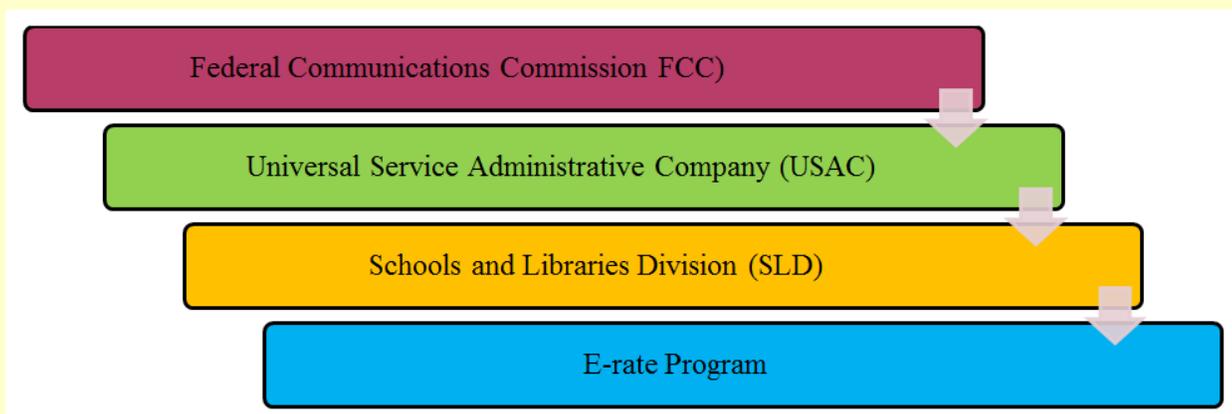
The purpose of this handbook is to help you navigate the E-rate process. The School must adhere to FCC and Universal Service Administration Company (USAC) rules and regulations to receive millions of dollars in discounts and reimbursement that participation provides.

This document is being provided as an additional reference resource. Please refer your E-rate questions or concerns to First, Last Name, Bureau of Indian (Affairs or Education): email address.

Additional resources are also available on the USAC website: www.usac.org.

E-rate Background

The Telecommunications Act of 1996 established the E-rate program, which is the commonly used name for the Schools and Libraries Program of the Universal Service Fund (USF), which is administered by the Universal Service Administrative Company (USAC), and falls under the direction of the Federal Communications Commission (FCC).



The program provides discounts to schools and libraries in the United States; offering opportunities for affordable telecommunications, internet access and internal connections.

Funds for this program are generated from fees imposed on all interstate telecommunication service providers who then typically pass these fees along to their customers (you and me).

USAC manages the collection of these revenues and reallocates funds, in the way of discounts, to assist schools (public and private) and public libraries; the level of discount a school or library receives ranges from 20 to 30 percent, depending on

E-rate Timeline At-A-Glance

Process/Form	Due Date	Completed
Form 470 Post on E-rate website	File in Sep – Nov timeframe	
Receive and review bids	During 28 day waiting period	
Award contract	After required 28 days waiting period	
Receive RAL	Approximately 30 days after Form 470 submitted	
Form 471 (w/Item 21 attachments)	File prior to window close	
Program Integrity Assurance (PIA)	As request from USAC Reviewer	
Receive Funding Commitment Decision Letter (FCDL)	Varies	
Form 486	Must be received no later than 120 days after the Service start date	
Form 472 (BEAR)	Typically filed each quarter. Must be received no later than 120 days after the last date to receive service or no later than 120 days after the date of Form 486 Notification Letter	

“Getting Ready” – BIE E-rate Consultant

Role and responsibilities of a BIE E-rate Consultant:

- Assist Schools with completing forms and processes related to all Category 1 and Category 2 applications of the Federal Communications Commission (FCC) E-rate filings with the Schools and Library Division (SLD) for the designated filing year and funding cycles
- Assist Schools in filing all required FCC forms in a timely manner
- Assist Schools with personal training to address specific training needs
- Assist Schools on any SLD appeals
- Prepare E-rate messages and provide timely updates and information to the BIE E-rate web team

Important E-rate dates and deadlines

Ongoing	Be Proactive – Continue E–rate training
July 20XX	Draft and send email announcement – Upcoming “Funding Cycle”
September 20XX	Draft and send email reminder – “Free School Lunch” count
October 20XX	Draft and send email request – Cell phone bill/statement Assist Schools with filing Form 470
January 20XX	Draft and send email reminder – “Preparing for E–rate”
February 20XX	Draft and send email official announcement – “E–rate EPC Application Season” Complete and submit Form 470
Feb–April 20XX	Conduct an outreach campaign with Schools Assist Schools with filing Form 470 and 471
End of April 20XX	Last day to file Form 471

Reminder: Update dates according to funding cycle

“Getting Ready” – School Administrator

Role and responsibilities of a BIE E-rate School Administrator/Point of Contact (POC) and Alternate POC

- Designated by School Principal or Superintendent and is a full-time employee
- Required to obtain an E-rate Productivity Center (EPC) portal account
- Designates themselves as ADMINISTRATOR within EPC portal
- Designates E-rate Team as School's CONSULTANT within EPC portal
- Is able to add/delete User permissions for School
- Partner with BIE E-rate Team
- Responsible for management and follow through with the entire E-rate process throughout the year
- Provides all required information and data for filing all forms in a timely manner
- Signs, dates and certifies all forms (written or electronically)

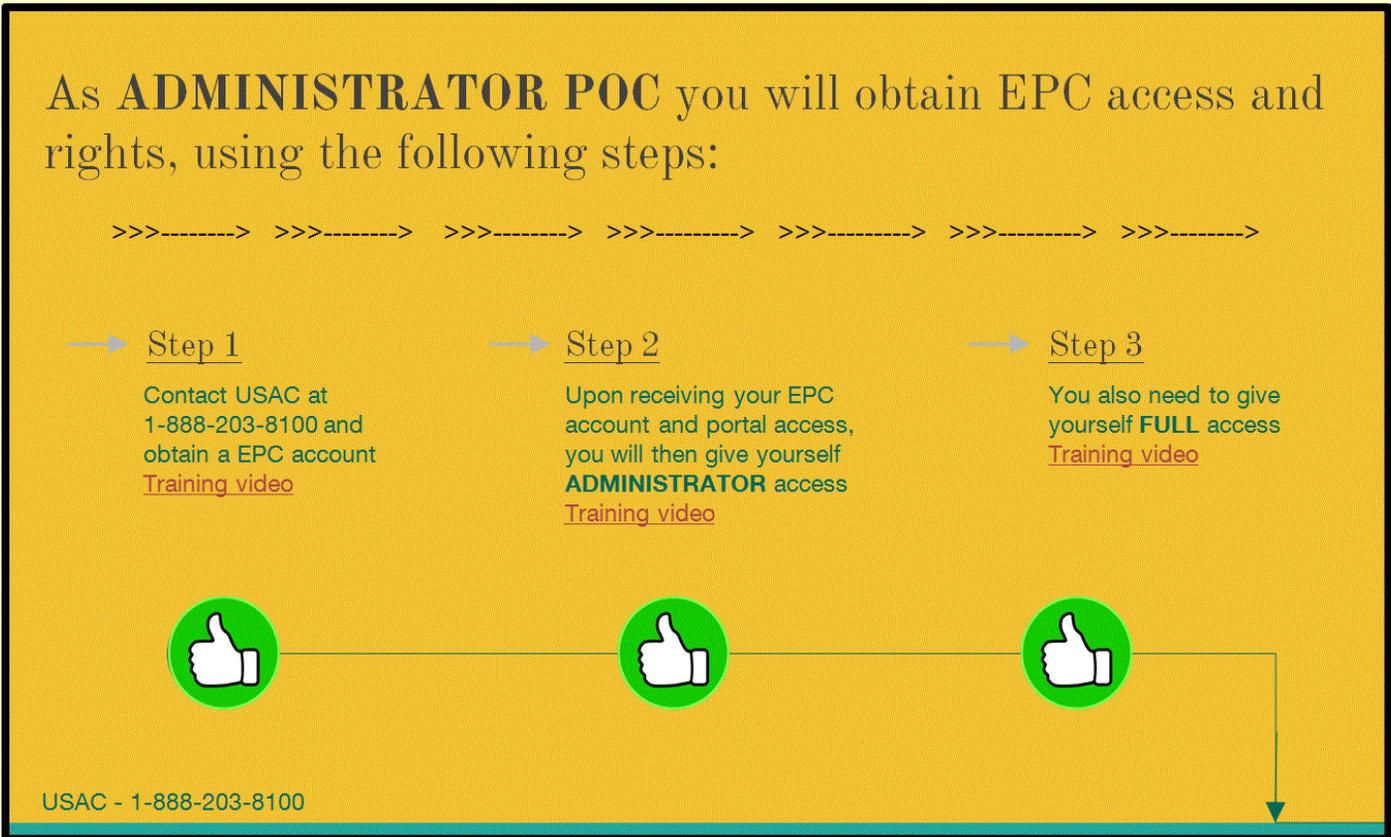
Important E-rate dates and deadlines

Ongoing	Be Proactive – Remain in contact with the BIE E–rate team – Continue E–rate training
July 20XX	Prepare for upcoming “Funding Cycle” Obtain and retain School’s recent Cell phone bill/statement (Statement date: July 1, 20XX or after)
October 20XX	Obtain and retain School’s recent Cell phone bill/statement
November 20XX	Prepare for E–rate
Nov 20XX – Feb 20XX	Gather required documents for filing Form 470
February 20XX	E–rate Application process opens File Form 470
April 20XX	File Form 471

Reminder: Update dates according to funding cycle

“Getting Ready” – School Administrator cont’d

Steps on how to obtain EPC access and ADMINISTRATOR rights:



Step 1 – [Training video](#)

Step 2 – [Training video](#)

Step 3 – [Training video](#)

“Getting Ready” – School Administrator cont’d

Steps on how to add E-rate Team as your CONSULTANT:

ADMINISTRATOR - EPC access and rights cont’d:



→ Step 4

Add E-rate Team as a **CONSULTANT**
 Our consultant number is **17001438** -
 located in **Virginia (VA)**
[Training video](#)



→ Step 5

Add each E-rate Team member as a **CONSULTANT**
[Training video](#)



→ Step 6

Notify E-rate Team at erate@bia.gov once all steps are completed



USAC - 1-888-203-8100

Step 4 – [Training video](#)

Step 5 – [Training video](#)

“Getting Ready” – School Administrator cont’d

FY 2016 E-rate Application Process Flow Chart

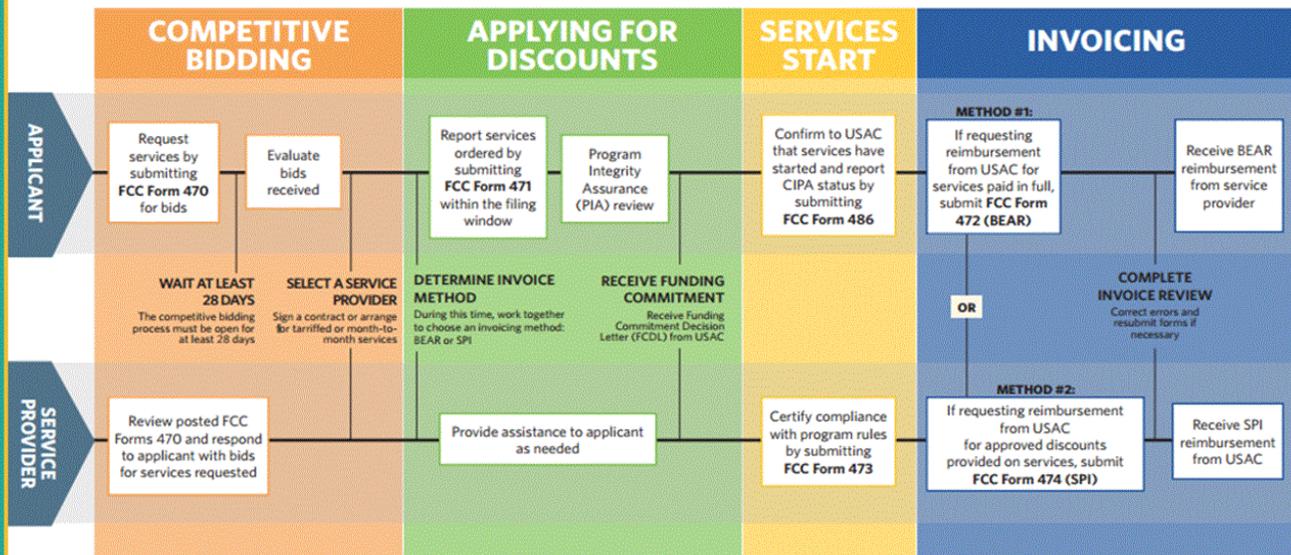
<http://usac.org/res/documents/sl/pdf/handouts/application-process-flow-chart.pdf>

FY 2016 E-rate Application Process

BEFORE YOU BEGIN:

APPLICANTS: Applicants must first have an entity number and an E-rate Productivity Center (EPC) account.

SERVICE PROVIDERS: Service providers must first obtain a Service Provider Identification Number (SPIN) by submitting FCC Form 498.



Preparation

Success with the E-rate program requires considerable time and effort by applicants. Planning an overall E-rate strategy will help you minimize problems while maximizing discounts. Building an effective E-rate team will help ensure the following:

- **All eligible services are included**
- **Forms are filled out properly**
- **All deadlines are met**
- **Team dynamic should include subject matter experts (SME) from your business office, technology department, procurement and/or maintenance**

Three-Year Educational Technology Plans

Developing a plan is a valuable tool to assist your school with budgeting and implementation of technologies in support of digital learning.

Three-Year Educational Technology Plans are NOT required for Priority One services (Telecommunications and Internet Access) beginning Fund Year 20XX. Plans are still required Priority Two services (Internal Connections and Basic Maintenance).

For applicants seeking E-rate funding Internal and Maintenance of Internal Connections, a Three-Year Educational Technology Plan is required. Plans must be in draft form before a Form 470 is posted. Plans must be approved and an approval letter in hand BEFORE services form.

The E-rate Advantage

E-rate discounts are offered to the schools based on its locale (urban or rural) AND on the percentage of its students eligible for the National School Lunch Program (NSLP) also known as Free and Reduce Lunch (FRL) program.

Discounts currently range from 20% to 90% off of the cost of eligible services and the funding requests fall under two service types – Category 1 and Category 2:

- Category 1
 - Receives first funding priority
 - Focused on Internet Access
 - Telecommunications Services (local/long/cell phone service but will be **phased out in 2019**)

- Category 2
 - Received second funding priority
 - Focused on WiFi and associated infrastructure and equipment
 - Maximum discount level is 85%
 - Internal Communications
 - New cabling/equipment such as routers, switches, UPS, WAPs, etc.)
 - VoIP and video equipment no longer eligible
 - Limited eligibility through 2016 for certain components (related to caching functionality such as caching servers and software)
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services (MIBS) including WiFi which covers monitoring, operation or management of LAN or WLAN
 - **Only eligible until 2016**

ELIGIBLE PRODUCTS & SERVICES

Telecommunications (Category 1)

- Cellular and Paging services
- Voice mail service
- Business phones lines
- Long distance
- Wide Area Networks (WANs)
- VoIP
- Telecom:
 - Dark Fiber

Internet Access (Category 1)

- Broadband Access
 - Via cable modem, DSL, high speed data lines & wireless
- E-mail service
- Distance learning and video conferencing service
- Wireless Access Points
- Web Hosting

Internal Connections (Category 2)

- Video distribution & conferencing equipment
- Network wiring/cabling
- Switches and Routers
- Basic maintenance of E-rate eligible equipment
- Installation, configuration & warranty of eligible components

Under the Two-in-Five Rule, eligible entities can only receive discounts for Internal Connections in two of every five funding years.

E-Rate Tip: Use space to provide useful tips - Example: Refer to M. Ragan's 2016 Basic E-rate "From Start to Finish" presentation or USAC website.

Form 470

FCC Form 470 “Description of Services Requested and Certification Form” is the first form in the E-rate application process and must be filed by a school or library.

Purpose: Describes and provides information regarding the applicant and a point of contact (POC) and indicates new telecommunications and technology services the applicant will be seeking. This information is designed to be useful to and to be made available to potential vendors.

To receive E-rate discounts, schools and libraries must competitively bid all eligible services on the E-rate authority’s website (and after a minimum of 28 days) select the most cost effective proposal.

Form 470 must be submitted within the [SLD's application window period](#). Typically filed within the September – November timeframe.

Snapshot of EPC Portal Landing Page – Form 470

FCC Form 470 - Funding Year 2016

Basic Information | Service Requests | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

Billed Entity Information

Center High School
417 Morningstar Lane
Chantilly, VA 20151
222-222-2222
centerhighschool@abc.com

Billed Entity Number: 165
FCC Registration Number: 222222222

Application Nickname

Please enter an application nickname here. *

Discard Form | Save & Share | Save & Continue

Refer to Form 470 tab on How to File Form 470 training slides. Training slides and other training opportunities and information are available on the [SLD web site](#).

E-Rate Tip: Use space to provide useful tips - Example: E-rate funds are requested through an application process that directly discounts bills OR through a reimbursement process after service provision.

Bid Evaluation - Competitive Bidding

Evaluate Bid Response:

Upon filing Form 470, vendors be given at least 28 days to respond to applicant needs, the other major program intrusion into local procurement regulations is a requirement that price must be the primary consideration when evaluating bid responses. There could be numerous criteria for bid evaluation but price must have the highest weight.

Receipt Notification Letter (RNL)

Every successful Form 470 certification will receive a RNL. It will be posted on the EPC Portal; under NEWS. This confirms filing of the Form 470, provides the details of what categories and services were requested, and offers an opportunity to make annotations and additional notes.

Selecting a Winning Bid

- Selection occurs after the required 28 day period
- Selected vendor solution must be cost-effective
- An existing contract can be used as a bid response to a posted FCC Form 470, however form must be current
- Form 470 must state contract(s) can be extended and must have expiration year listed
- No bids or only one bid received are acceptable, but must be notated in the file; details must be provided in the event of only one bid
- School is required to retain all vendor selection documentation
 - Example: Winning and losing bids, correspondences, memos, bid evaluation documents, etc.

Bid Evaluation - Competitive Bidding cont'd

Snapshot of example of USAC Bid Evaluation Matrix

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.



FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:
Vendor 1
 Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: <http://usac.org/sl/applicants/step02/default.aspx>

Form 471

FCC Form 471 “Services Ordered and Certification Form” is the second form in the E-rate application process and must be filed by a school or library.

Purpose: To individually list all contracts and services for which the applicant is requesting discounts. Form 471 must be submitted within the [SLD’s application window period](#).

Documents and Information Needed Before You Begin

- Service Provider Identification Number (SPIN) for each provider you use
- National Center for Education Statistics (NCES) Number
 - <http://nces.ed.gov/globallocator/>
- FCC Registration Number
 - <https://apps.fcc.gov/coresWeb/publicHome.do>
- All Bids, Bid Assessment for each service requested where more than one bid was received (includes local/long distance and cell phone service)
- Signed contract for all Category 2 Services
- Signed contract for Category 1 Services where a contract was signed (i.e.: cell phone or internet contract)
- Front and back scanned copy of the following bills with total ineligible cost and total monthly cost calculated:
 - Local and long distance
 - Cell phone
 - Internet/Broadband
- School free/reduced lunch count (NSLP) for October of the current year, or valid Community Eligibility Provision (CEP), or Provision II letter from State Nutrition Office, that schools the number of students at

Item 21 Attachments – Form 471

Each Form 471 Funding Request must include a description of the products and services for which discounts are being sought. This description is known as an “**Item 21 Attachment**.”

You can provide information using various formats however Item 21 Attachment generally consists of 3 parts:

- Narrative overview or description
- Line item detail of the products and services requested
- Additional details such as equipment locations or other information needed to support the specific funding request

Form 471 cont'd

USAC's– Tips for Preparing FCC Form 471 – Funding Request Bulk Upload also provides five downloadable templates:

- [Category One - Voice Services](#)
- [Category One - Data Transmission and/or Internet Access](#)
- [Category Two - Internal Connections](#)
- [Category Two - Managed Internal Broadband Services \(MIBS\)](#)
- [Category Two - Basic Maintenance of Internal Connections](#)

Applicants often receive assistance from service providers in creating the 'Attachment,' which can be done or more of the following:

- Applicant-provided documentation
- A quote or bill from the vendor
- A copy of the contract for the service

Refer to Form 471 tab on How to File Form 471 training slides. Training slides and other training opportunities and information are available on the [SLD web site](#).

E-Rate Tip: Use space to provide useful tips - Example: Refer to M. Ragan's 2016 Basic E-rate "From Start to Finish" presentation or USAC website.

Snapshot of EPC Portal Landing Page – Form 471

My Landing Page



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

Welcome, School District 14026!

My Entities

Entity	Entity Number	City	State	Zip Code
School District 14026	403	Alexandria	VA	24580
School 9 In District 14026	6524	Alexandria	VA	22533
School 8 In District 14026	6522	Alexandria	VA	23874
School 7 In District 14026	3082	Alexandria	VA	23409
School 6 In District 14026	6520	Alexandria	VA	23077

1-5 of 51

My Tasks

Name	Received	Status	Deadline
Create FCC Form 471 - 161000324 - IAccess	1/31/2016 12:00 AM EST	Assigned	
Create FCC Form 471 - 161000326 - School 1 IA	1/31/2016 12:00 AM EST	Assigned	
Create FCC Form 471	1/31/2016 5:48 PM EST	Accepted	
Create FCC Form 471 - 161000325 - IAccess	1/31/2016 12:00 AM EST	Assigned	

Receipt Acknowledgement Letter (RAL)

Every successful Form 471 certification will receive a [RAL](#) from USAC; which is issued to both the applicant and service provider(s). Notification will be posted on the School's ECP Portal.

Snapshot of Receipt Acknowledgement Letter (RAL)



Schools and Libraries Program

FCC FORM 471 RECEIPT ACKNOWLEDGMENT LETTER
(Funding Year YYYY: 07/01/YYYY - 06/30/YYYY)

Date xx, xxxx

Contact Person's Name
Applicant Name
Contact Address
Contact Address Line 2
Contact City, State and Zip

Re: Form 471 Application Number:
Funding Year YYYY: 07/01/YYYY - 06/30/YYYY
Applicant's Form Identifier:
Billed Entity Number:

Your certified FCC Form 471, "Services Ordered and Certification Form," requested \$<xx,xxxx,xxx.xx> in total Schools and Libraries Program (Program) pre-discount costs for services. A copy of this information has been provided to the service provider(s) whose Service Provider Identification Number(s) (SPIN) is featured on this FCC Form 471.

USAC provides a separate FCC Form 471 Receipt Acknowledgment Letter (RAL) with a RAL Funding Requests Report (Report) for each application certified within the application window. The Report summarizes the information provided to USAC. A space is provided for you to make allowable corrections to any clerical errors or errors that you realize may result in reduction or denial of funding. USAC will perform a complete analysis before funds are committed. If additional errors are found during our review we will attempt to contact you for clarification before making a decision that results in denials or reductions.

Review this Report to verify that the information accurately reflects your request. If the information is accurate, file this letter with your records.

DO NOT SEND CORRECTIONS TO THE CLIENT SERVICE BUREAU. To make corrections, please do the following:

- Corrections may be made until a Funding Commitment Decision Letter for this FCC Form 471 application is issued.
- If you would like to request a correction to a field that does not appear in the attached Report, print a copy of your FCC Form 471 and clearly note your requested correction.
- If contact information provided above is incorrect, note any correction above and submit a signed copy of this page as a correction.
- Indicate any corrections you wish to make in the Report in the spaces indicated.
- Sign where indicated, and provide your name, title, contact information and date.
- Submit a copy of your marked-up RAL to the email address, fax number or mailing address posted in the "Ministerial & Clerical Errors" page of our website.
- Retain a copy of the RAL and any submitted corrections.

REMINDERS REGARDING THE RAL

- This letter does NOT contain any decisions concerning your requests for discounts.
- Funding requests that did not pass Minimum Processing Standards are not included in the Report following this letter.
- See "Guide to USAC Letter Reports" posted in the Reference Area of our website for a description of each individual field in the following Report.

Schools and Libraries Program - Correspondence Unit
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685
Visit us online at: www.usac.org/sl

Program Integrity Assurance (PIA) Review process

Once your 471 is certified, the RAL is issued, and any corrections are made, your request for funding now goes into the evaluation part of the E-rate process; known as PIA review.

During this process USAC reviews the Form 471 to ensure compliance with FCC rules.

- Areas of evaluation includes:
 - Eligible entities
 - Eligible services
 - Competitive bidding process and contracts
 - Property discount calculations
 - Applicant's ability to pay for their non-discount share
 - Property posting of Form 470
 - Proper selection of vendors and contracts
- Schools must complete all PIA questions by the requested deadline in the letter to avoid loss of funding; response is required within [15 days](#) of notice
- Notification and PIA requests will be posted on the School's EPC portal

E-Rate Tip: Use space to provide useful tips - Example: Refer to M. Ragan's 2016 Basic E-rate "From Start to Finish" presentation or USAC website.

Funding Commitment Decision Letter (FCDL)

Once the school's funding request has gone through the PIA process, a decision will be made whether to fund, partially fund or to deny funding. This will be in the form of the Funding Commitment Decision Letter (FCDL). Notification will be posted on the School's ECP Portal.

- Decisions and subsequent FCDL are issued by Funding Request Number (FRN) and can be one of the following:
 - Funding (includes modifications)
 - Not funded
 - As yet unfunded (applicant FCDL only)
 - Canceled

E-Rate Tip: Use space to provide useful tips - Example: Refer to M. Ragan's 2016 Basic E-rate "From Start to Finish" presentation or USAC website.

Snapshot of EPC Portal Landing Page – FCDL



Schools and Libraries Division

FUNDING COMMITMENT DECISION LETTER
(Funding Year YYYY: 07/01/YYYY--06/30/YYYY)

Date

CONTACT NAME
NAME OF SERVICE PROVIDER
ADDRESS
ADDRESS #2
CITY, STATE, ZIP

Re: Service Provider Name:
Service Provider Identification Number:

Thank you for participating in the Schools and Libraries Program (Program) for Funding Year YYYY. This letter is your notification of our decision(s) regarding application funding requests that listed your company's Service Provider Identification Number (SPIN).

NEXT STEPS

- File Form 498, Service Provider Information Form, if appropriate
- File Form 473, Service Provider Annual Certification Form (SPAC), for the above Funding Year
- Work with your customer to provide appropriate invoicing to USAC - Service Provider Invoice (Form 474) or Billed Entity Applicant Reimbursement (Form 472)

Please refer to the Funding Commitment Report(s) (Report) following this letter for specific funding request decisions and explanations. Each Report contains detailed information extracted from the applicant's Form 471. A guide that provides a definition for each line of the Report is available in the Reference Area of our website.

Once you have reviewed this letter, we urge you to contact your customers to establish any necessary arrangements regarding start of services, billing of discounts, and any other administrative details for implementation of discount services. As a reminder, only eligible services delivered in accordance with Federal Communications Commission (FCC) rules are eligible for these discounts.

TO APPEAL THIS DECISION:

You have the option of filing an appeal with the SLD or directly with the FCC.

If you wish to appeal a decision in this letter to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and (if available) email address for the person who can most readily discuss this appeal with us.

Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West, PO Box 685, Parsippany, New Jersey 07054-0685
Visit us online at: www.usac.org/sl

Form 486

If the school's funding request has received approval of funding via the FCDL, the next step in the process is completion of the Form 486.

The Form 486:

- Confirms services ordered
- Begins the invoicing process
- Notifies USAC that invoices can be paid
- Certifies the status of compliance under the Children's Internet Protection Act (CIPA)
- Must be completed within 120 days of issuance of the FCDL to avoid loss of funding
 - For every month delayed the school will lost the 120 days plus every additional month of funding

E-Rate Tip: Use space to provide useful tips - Example: Refer to M. Ragan's 2016 Basic E-rate "From Start to Finish" presentation or USAC website.

Reimbursement Methods

- **Service Provider Invoice (SPI) – Form 474**
- **Billed Entity Applicant Reimbursement (BEAR) – Form 472**

Upon completion of the Form 486 there are 2 methods of reimbursement:

Service Provider Invoice (SPI) – Form 474

- **Recommended method of reimbursement**
- School receives discount upfront – meaning school pays only the discounted amount of the bill
- Completed by the Service Provider
- Should be completed as soon as FCDL, showing funding approval, is received
 - Contact your vendor as soon as the school receives the FCDL!

Billed Entity Applicant Reimbursement (BEAR) – Form 472

- Request for discount after school has paid the full cost of the service
- Completed by School AND the Service Provider
- Completed at end of E-rate year (after July 1 but before October)
- Service Provider must then certify their portion of the form to process the reimbursement (or payment?)

E-Rate Tip: Use space to provide useful tips - Example: Refer to M. Ragan's 2016 Basic E-rate "From Start to Finish" presentation or USAC website.

Record Keeping

Form 470

Form Identifier: _____ Date Submitted: _____

Applicant: _____ Contact: _____

- Copy of Form 470 (this can be obtained by printing it from the SLD website)
- Copy of Form 470 certification that was mailed to the SLD
- Verification of Form 470 certification receipt
- Copy of RFP or any documentation that is used in place of the RFP
- Copy of Form 470 -Receipt Notification Letter (first used in year 4)

Form 471

Form Identifier: _____ Date Submitted: _____

Applicant: _____ Contact: _____

- Copy of a completed Form 471 (if manually filed) with signature (including student eligibility information, Item (21) information/attachments)
- Copy of Form 471 certification (if filed online)
- Verification of receipt of Form 471 or certification at the SLD
- Receipt Acknowledge Letter (RAL Letter to make changes if necessary)
- Commitment Letter from the SLD
- Documentation of any changes requested by the SLD (changes to the Form 471)
- Any documentation for an Item (25) review by the SLD

Procurement Information

Form Identifier: _____ Date Submitted: _____

Applicant: _____ Contact: _____

- Documentation that shows bills or P.O.s for services, invoices for payment
- Vouchers or canceled check that was used in payment, etc.
- Documentation that proves that the actual discounts that were received for
- Products and or services were correctly applied
- Inventory of tangible goods purchased with E-rate funds (e.g. product identification, serial number, location of product)

Record Keeping

Form 472 ("BEAR")

Form Identifier: _____ Date Submitted: _____

Applicant: _____ Contact: _____

- Copy of a completed Form 472 BEAR(s) with signatures
- Verification of Form 472 receipt by the SLD
- SLD letter of vendor payment
- Copy of payments received

Form 486

Form Identifier: _____ Date Submitted: _____

Applicant: _____ Contact: _____

- Copy of a completed Form 486
- Verification of Form 486 receipt

Form 500

Form Identifier: _____ Date Submitted: _____

Applicant: _____ Contact: _____

- Copy of completed Form 500 with signatures
- Verification of Form 500 receipt by the SLD

Appeal information

Form Identifier: _____ Date Submitted: _____

Applicant: _____ Contact: _____

- SLD communication notes (e.g., data entry or PIA requested support information)

Consortia Instructions

A consortium (plural consortia or consortiums) is a group of entities that come together to undertake a project or achieve a goal that is beyond the resources of the entities acting as individuals.

For example, schools and/or libraries can form consortia for the purposes of the Schools and Libraries Program to aggregate demand in order to lower prices and promote more efficient use of shared facilities.

In the case of the Bureau of Indian Education (BIE) consortia of schools are used to apply for E-rate funding as a district and in some instances schools file with their state. The largest single consortium application is the Education Native American Network (ENAN) Data Circuits application. The funding history is shown below in Table 1.

Table 1 - ENAN Data Circuit Consortium Funding History as of 07/2016

E-Rate Credits Requested, Committed and Disbursed			
Year	Requested from USAC	USAC Committed Credits	Disbursed to BIE ENAN
2009	\$6,507,201.00	\$82,460.00	\$82,460.00
2010	\$1,062,793.00	\$2,557,116.00	\$2,443,016.00
2011	\$4,579,002.00	\$3,553,814.00	\$1,660,001.00
2012	\$1,683,275.00	\$1,605,824.00	\$1,576,180.35
2013	\$2,890,811.00	\$2,802,110.00	\$2,652,078.24
2014	\$4,306,763.00	\$4,318,485.69	\$3,372,047.80
2015	\$4,808,091.49	\$4,705,951.90	\$0.00

Schools wishing to band together as a consortium need to follow the guidance and steps below. It should be noted that a school can belong to more than one consortium provided the school does not use multiple consortia membership to apply for the same service. Thus a school cannot be in a state consortium for data circuits as well as the BIE ENAN data circuit consortium.

Consortium Lead Member

One entity should be designated as the lead member of the consortium. In the case for the ENAN application, BIE has this designation. The consortium leader may or may not be eligible for discounts. The consortium leader is responsible for ensuring that necessary certifications are made and for responding to USAC inquiries on behalf of the consortium members during both pre- and post-commitment processes. (USAC's issuance of a Funding Commitment Decision Letter is the event that separates pre-commitment from post-commitment.)

The consortium leader also has certain record-keeping responsibilities and, unless membership in the consortium is specifically required by state statute, must retain a Letter of Agency (LOA) (Appendix 1) or other documentation from each consortium member to demonstrate that that member was aware of, and had expressly

Consortia Instructions – cont'd

authorized the action that would be taken on its behalf by the consortium leader (Appendix A.). Electronic files are kept containing LOAs collected from each school for the required length of time mandated by USAC.

If services are shared by both eligible and ineligible entities, the consortium lead member should perform a [cost allocation](#) to ensure that only the eligible entities receive the benefit of discounted services.

Pre-commitment Responsibilities

When the consortium leader makes the FCC Form 471 certifications, the leader is certifying that:

- Each member has secured access to all the necessary resources (i.e., computers, training, software, maintenance and electrical connections) to make effective use of the requested discounts
- Each member has complied with state and local procurement laws as well as all Schools and Libraries Program rules

The leader may be asked during a Program Integrity Assurance (PIA) review to provide documentation that supports these certifications.

The consortium leader is also responsible for ensuring that the services for which the consortium requests discounts are the services that the members have authorized in their LOAs. Failure to do so may result in the denial or modification of funding requests for consortium members.

Post Commitment Responsibilities

The consortium leader must collect from each consortium member a signed [FCC Form 479](#), Certification by Administrative Authority to Billed Entity of Compliance with the [Children's Internet Protection Act \(CIPA\)](#), to establish that member's status under the CIPA. After all FCC Forms 479 have been collected, the consortium leader can complete the [FCC Form 486](#), Receipt of Service Confirmation and Children's Internet Protection Act and Technology Plan Certification Form.

Note that the FCC Form 479 is not required if the consortium requested funding only for services to which CIPA does not apply.

Records must be retained for a period of ten years after the last day of service delivered for a particular funding year and may be requested during an audit or other review process.

FCC Form 471 Quick Filing Guide for Consortia

To file E-rate program forms beginning in FY2016, you must have an account in the E-rate Productivity Center (EPC). EPC is the customer portal where you will complete and file program forms, obtain the status of applications, submit requests, receive timely reminders and notifications, respond to USAC questions about your applications, and ask USAC questions.

Consortia Instructions – cont'd

Before you can file the FCC Form 471 for FY2016, you must be set up as a user in EPC, create a password, log in, and accept the Terms and Conditions for using EPC.

- If you already have successfully logged in to EPC and accepted your Terms and Conditions, you can start your FCC Form 471.
- If you have received an email from USAC telling you that you can log in to EPC but you have not done so, follow the login process, create a password, and accept your Terms and Conditions.
- If someone in your organization is already set up as an account administrator, that person can create you as a user. Follow the login process, create a password, and accept your Terms and Conditions.
- If you have not received an email from USAC or you are not sure where to start, call the Client Service Bureau (CSB) at (888) 203-8100 for their assistance in setting up your account.

A glossary of terms, frequently asked questions (FAQs), user guides, video tutorials, and other useful information is available on the [E-rate Productivity Center page](#) on the USAC website.

Filing the FCC Form 471

Review and update your profile information. Your profile is important because much of this information is imported directly into your FCC Form 471.

- Log in to your account in EPC and go to My Landing Page under the “Reports” tab. Then click your consortium name under “My Entities.”
- Review the information displayed. To update information for the consortium, click “Manage Organization” at the top of the page. On the following screen, click the box next to the consortium name, and click “Manage Organization.” Fields with a red asterisk must have an entry.
- FCC Registration Number. Register on the FCC’s [CORES website](#) if you don’t have this number.
- To review the list of your consortium members, go to My Landing Page.
 - Click your consortium name.
 - Click “Additional Information.”
 - From the Category dropdown, select “Related Organizations.”
 - From the Relationship Type dropdown, select “Consortia Members.”
 - If one or more members are missing from your list, you can add them by clicking “Related Actions,” then “Manage Organization Relationships,” then “Add Consortium Member.” You can then search by BEN, full or partial name, and/or state.
- If you have one or more contracts, enter their information by clicking “Related Actions” and then “Manage Contracts.”

Start your FCC Form 471

- From My Landing Page, click “FCC Form 471.”

Consortia Instructions – cont'd

- Your consortium information is populated from your profile.
- Create a nickname for this form. The nickname should be unique but concise, and it will appear along with your form number anywhere your form is listed.
- Identify the main contact person for questions about this form. This can be you or any other user in your organization.

Choose the category of service for this form – Category One or Category Two

- You cannot change your selection after you leave this page

Review your entity and discount information

- Choose your member organizations that will be featured on THIS application. (This action will not change the member list featured in your profile.) Note that removing one or more member organizations may change your discount level for all of the services requested on this application.
 - If all of your consortium members will be featured on this application, click “Yes.”
 - If some of your consortium members will not be featured on this application, click “No.” A list of your members will be displayed. Check the box to the left of the name of each member to be featured on this application.
- Information on your members and their associated discount information will be displayed for the members listed on your organization account. Note that you cannot edit your members' profiles.

Add a funding request

For each funding request you add, this is a two-step process –you create an FRN (funding request number), then you create one or more FRN line items to provide the details.

- First, click the green “Add FRN” button. If you choose “Contract,” you can choose the appropriate contract from the information you already entered in your profile.
 - If you choose “Tariff” or “Month-to-Month,” provide the details requested on your service.
 - You will then return to the Funding Requests page.
- Second, click the box to the left of your funding request and click the “Manage FRN Line Items” button, and enter the information requested.
 - Check the final “Pre-discount Total Eligible Costs” figure to make sure it is close to your estimate for the total eligible costs for that line item.
 - For Category One services, you will be asked to allocate the number of “units” (connections, such as telephone lines or circuits or Internet lines or circuits) among the individual schools and/or libraries receiving service.

Consortia Instructions – cont'd

- This is the number you entered in the Monthly Quantity field in the Cost Calculation section for this FRN line item.
- For Category Two services, you will be asked to allocate the total costs for this FRN line item among the individual schools and/or libraries receiving service.

Review your completed form

- If you are ready to review your form, click the “Continue” button on the FRN page after you complete the FRN line item information for the last FRN.
- The system will generate a task for all full- and partial-rights users when a PDF of the form is available and notify them by email.
- To make changes to the form, return to the Tasks tab and click on the task. You can also find the task on My Landing Page. Review the PDF. If you need to make changes, click “Edit Form.”
- If you are a partial-rights user, approving the PDF will notify the full-rights users in your organization that the form is available for certification. If you are a full-rights user, you can certify the form yourself or allow another full-rights user to pick up the task.

Certify the form

- After you have reviewed the PDF and made any necessary changes, click the “Continue to Certification” button.
- Enter the amount set aside in your budget for necessary resources (e.g., computers, training, software, electrical capacity – not eligible for E-rate but necessary to use the E-rate discounted services effectively).
- You must check every certification before you can certify the form.

Next steps

- You can view and print your form using the link to your form from the bottom of your Receipt Acknowledgment Letter (RAL) located under your News tab. Click Generated Documents to view and print a PDF version of your form.
- If you need to make RAL corrections, go to your form and click “Related Actions” to see a list of allowable corrections.

Consortia Instructions – cont’d

Appendix A: Letter of Agency – Example



United States Department of the Interior

BUREAU OF INDIAN EDUCATION
Washington, D.C. 20240

Tribally Operated School Letter of Agency (LOA)

To: BIE Central Office Department of the Interior Tribally Operated Schools
Subject: Letter of Agency for Funding Years 2016 – 2019 (July 1, 2016 - June 30, 2019)
 BIE Consortium Billed Entity Number: 21973 (Number is for the Consortium and is not needed for each school)

From:	«Contact»		
Title:	«Title»		
School Name:	«School Name»	BEN: «BEN»	Circuit: «CircuitID»
Address:	«Street1»		
	«Street2»		
City:	«City»	State: «State»	Zip: «Zip»
Phone:	«Phone»	Fax:	
Email:	«Email»		

This letter confirms our school participation in the Department of the Interior (DOI), Bureau of Indian Education (BIE) E-rate Consortium for ongoing procurement of telecommunication circuits (T-1, DS-3 and OC-3) through the Verizon Global Network Contract. In order to continue using BIE provided circuits supporting the ENAN Network, we recognize our school’s responsibility to be included in this consortium to receive E-rate discounts on our Internet connectivity. I hereby expressly authorize DOI, BIE Director and SEA for Indian Education, to submit FCC Form 471, along with any and all related E-rate forms on our behalf to the Schools and Library Division, Universal Service Administrative Company.

I understand that in submitting these forms on our behalf, you are making certifications for our school. By signing this Letter of Agency (LOA), I make the following certifications:

- a. I certify that I am using a BIE provided Internet circuit (or more) that is provided through the Verizon Global Network contract. Our school is not using additional third-party circuits outside of the ENAN infrastructure.
- b. I certify that our school is under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 USC § 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- c. I certify that our school has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this LOA, that the entity I represent has secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- d. I certify that the services the school purchases at discounts provided by 47 USC § 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Commission (FCC) at 47 CFR § 54.500 (et seq.).
- e. I certify that our school has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- f. I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools that are treated as sharing in the service receive an appropriate share of benefits from those services.
- g. I certify that I will retain required documents at our school for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving school discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
- h. I certify that I am authorized to order telecommunications and other supported services for the eligible entity (school) covered by this LOA. I certify that I am authorized to make this request on behalf of the eligible entity (school) covered by this LOA, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entity (school) that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 4 USC § 502, 503(b), or Title 18 USC § 1001 and civil violations of the False Claims Act.
- i. I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- j. I certify, on behalf of the entity covered by this LOA, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission requirement that eligible entities are not eligible for such support more than twice every five funding years beginning with Funding Year 2005 as required by the Commission's rules at 47 CFR § 54.506(c).

- k. I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- l. I certify that our school is compliant under the administration of the DOI/BIE ENAN Network, with the Children's Internet Protection Act (CIPA).
- m. I certify that I am authorized to sign this LOA and, to the best of my knowledge, information, and belief, all information provided to the DOI, BIE, E-rate Consortium is true.

School Name:	«School Name»
Signature:	
Printed Name:	«Contact»
Title:	«Title»
Date:	