Fall FY2024 E-Rate Workshop –
Program Basics & Updates

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Agenda for Today

- E-Rate Overview
- Eligible Services and Equipment
- Category 2 Budgets
  - break (10:30 or so)
- Application Process
- Program Updates (and there are quite a few!)
- E-Rate Productivity Center (EPC)

What is E-Rate?

- Annual $3.9 billion federal program
  - Funding does not come from the federal budget
- Provides 20-90% discounts on eligible services and equipment
- Program principles:
  - All equipment and services (with a couple of exceptions) must be competitively bid using the E-Rate portal for at least 28 days
  - Applicants MUST pay their non-discounted share (cannot be waived)
    - For example, if your discount is 80%, you must pay 20%
- FCC sets all rules and policy
  - USAC (Universal Service Administrative Co.) manages the program/ application process
  - We typically start applying 6-12 months before the funding year begins
  - The program is highly deadline-driven

Funding Year

- A Funding Year (FY) starts on July 1 and ends the following June 30.
  - **Our current funding year, FY2023, started on July 1, 2023 and ends on June 30, 2024.**
  - **We are preparing to file for FY2024 which starts on July 1, 2024 and ends on June 30, 2025.**
- **Delivery and installation of services**
  - **Recurring services** (e.g., monthly internet access) must be delivered during the funding year.
  - **Non-recurring services** (e.g., equipment installations) can generally be installed **as early as April 1 (90 days) before the July 1st start of the funding year** through September 30 following the close of the funding year.
    - The September 30 deadline can sometimes be extended, either automatically or by request.

What Entities are Eligible?

- Public libraries eligible for LSTA funding
  - Includes bookmobiles

- Public and non-public, non-profit K-12 schools
  - "Special Needs" Pre-K is eligible (ages 3+) in Ohio

- Non-Instructional Facilities (NIFs)
  - Admin buildings, bus barns, data centers, etc.
  - Only eligible for broadband/internet services (not equipment)

- Every "parent" organization (i.e., school district, library system) has a Billed Entity Number (BEN)

- Every "child" building must have an Entity Number
  - You must call USAC to obtain Entity Numbers for new buildings

EPC – E-Rate Productivity Center

- The E-Rate application management portal
  - Launched in FY 2016
- All E-Rate forms, letters, and interactions are located in EPC
- This is also where…
  - **We update student enrollment/NLSP counts**
  - **Create users/assign rights**
- Every "Billed Entity" has a BEN portal account
- Every BEN Account has "Users"
  - Each BEN can have only **one** Account Administrator (AA)
    - Only the AA can create/edit user permissions
  - You may have or add additional users and assign specific rights

ADMIN WINDOW

- The Admin Window is the period of time we update entity information in EPC, including:
  - Adding new buildings
  - Correcting addresses
  - Correcting student/NSLP data
  - Adding Category 2 budget counts
- Admin Window opening date was Oct. 24th, 2023 – and will close several days before the opening of the Form 471 window (usually mid-January).
  - After the Admin window closes, applicant profiles will be locked

School Discount Calculations

- **Discount level for schools based on 2 factors:**
  1. % of students – **district wide** - who are eligible for the National School Lunch Program (NSLP)
     - Doesn't matter if school serves lunch or participates in NSLP
     - CTCs use their own students' data, not sending schools' data
     - CEP schools' 1.6 multiplier calculated automatically
     - Alternatives to using NSLP data available (such as surveys)
  2. Whether a majority of school buildings are considered urban or rural
     - Designations already in EPC
     - Data has been updated to 2020 US Census rural/urban designations
- Using this data, the 'Discount Matrix' is then used to determine your district-wide discount percentage

CTC = Career Tech Centers
CEP = Community Eligibility Program

School District Example

School	Urban/Rural	Enrollment	NSLP	
East Elementary School	R	185	83	
West Elementary School	R	434	77	
North Elementary School	R	463	176	
South Elementary School	U	554	191	
Southwest Middle School	U	1715	366	
Northwest Middle School	U	164	33	
District-Wide High School	U	1003	282	
Administration Office	n/a			
ABC LOCAL SCHOOL DISTRICT	**U**	**4518**	**1208**	**26.7%**

% NSLP = 27% and a majority of schools are Urban

Discount Matrix

	Category 1		Category 2	
Income % of students in the school that qualify for the NSLP...	**Category 1 Urban Discount**	**Category 1 Rural Discount**	**Category 2 Urban Discount**	**Category 2 Rural Discount**
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

% NSLP = 27% ***and*** **a majority of schools are Urban**

Library Discount Calculations

- **Independent Library** :
  - Discount based on the % of students eligible for the NSLP in the school district in which that library is located, and whether the library is located in an urban or rural area

- **Library Systems**:
  - Discount based on the % of students eligible for the NSLP in the school district in which the system's main library is located

    and
  - The % of libraries in urban/rural areas
    - If more than 50% are located in rural areas, then the rural discount should be used

What Enrollment & NSLP Data To Use

- Most use the student/NSLP counts reported to ODE's **Office of Child Nutrition** for October, published in the annual MR-81 report.
- **For FY2024, we will use the October 2023 version (or you may use your most current data if you choose).**
- **ODE does not release the MR-81 until early/mid-February (after the close of the Admin window), so ask your cafeteria director what was reported to ODE for October!**

- You may use counts from a Monthly Site Claim Form, CN-7 report, **survey**, etc., *but data obtained before filing the Form 471 application*.
- If your counts are different from the counts listed in the MR-81, you will be asked how you determined the information. **Be sure to document how you arrived at your total numbers.**
- Libraries do not enter enrollment/NSLP data
  - EPC linked to school district in which the library (or main library in a system) is located
  - Libraries only update changes to square footage for each building, if any
    - Square footage is used to determine Category 2 budgets for libraries

Discount Calculations

Which numbers to use in the MR-81

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

- Enrollment, and
- Total Free/Reduced Price Lunch Applications

  or
- Community Eligibility Percentage (if participating in CEP)
- **Note**: If two or more schools share a cafeteria, counts are combined and listed under the name of one of the schools. You will need to split the counts out to report in EPC.

E-Rate Eligible Services

Categories of Service

- **Category 1** – Services that go TO the school or library
  - Subcategories:
    - Data Transmission Services (fiber, coaxial cable, etc.)
    - Internet Access
  - Maximum discount is 90%
  - No E-Rate funding caps
  - Services must be received July 1 – June 30
  - All buildings are eligible for Cat 1 funding

- **Category 2** – Services/equipment that go INSIDE the school or library
  - Subcategories:
    - Internal Connections
    - Basic Maintenance of Internal Connections
    - Managed Internal Broadband Services (MIBS)
  - Maximum discount is 85%
  - Subject to 5-year "C2 Budget" (funding cap)
  - Equipment can be received April 1 – Sept 30 (18 months)
  - **NIFs are NOT eligible for Cat 2!**

What's Eligible Under Category 1

C1: Data Transmission Services

Most Common:

- Leased Lit Fiber
- Cable Modem/DSL/FIOS
- Bundled Internet Access (with transport)

Other Eligible Fiber:

- Leased Dark Fiber * (Someone else owns it but you're responsible for lighting it)
- Self-Provisioned Fiber (Build/Own Your Own Network) *
- Special Construction Charges
  - Costs for vendor to build out network
- Installation Charges
  - One-time charge to "turn on" service

* Additional bidding requirements apply

Also Eligible (less common):

- Microwave Service
- Broadband over Power Lines
- T-1, T-3, Fractional T-1
- DS-1, DS-2, DS-3
- OC-1, OC-3, OC-12, OC-n
- Frame Relay
- ISDN
- Satellite Services
- Stand-Alone Internet (no transport cost if own the fiber to your buildings, or a different vendor provides the circuits)
- Wireless data plans * (typically used for bookmobiles) where plans are the most cost-effective option
- Coming Soon: Wi-Fi on Buses

Not Eligible:

- Voice services
- Duplicative (redundant) services
- Filtering

CABIO Internet Bidding Exemption

Commercially Available Bundled Internet Option (CABIO)

- Schools and libraries seeking "Commercially-Available Business Class Internet Services" are not required to file a Form 470
- Typically, only Cable-Modem, DSL, or FIOS Internet Service
- Commercially Available means that it is publicly available to non-residential customers (such as enterprise, small business, or other government customers) in the same form and at the same rates that it is offered to schools or libraries
  - Basically, this is an internet service that is available on a vendor's website for its business customers
- Minimum speeds must be 100 Mbps downstream and 10 Mbps upstream
- Cost must be $3,600 or less annually (pre-discount)
  - Cost must be per-building and cannot be averaged across multiple buildings
  - $3,600 includes any installation costs, equipment rental, taxes and fees

The CABIO option is geared (but not limited) to small libraries and small non-public schools or NIFs using cable modem-type services

What's Eligible Under Category 2

Three Sub-Categories for C2

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

Internal Connections

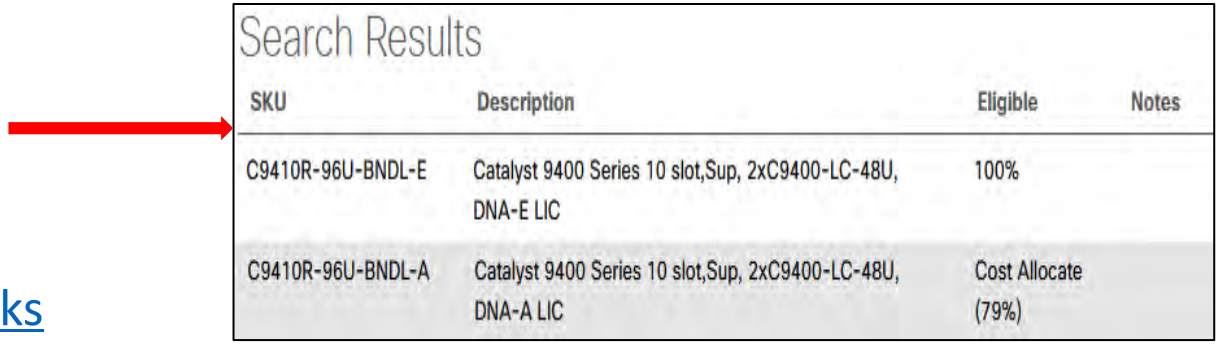
- Wireless Access Points/Controllers
- Network Routers & Switches
- In-Building Structured Cabling
- Caching Servers
  - Only eligible servers
- Firewall Appliances
- Racks and UPSs
  - That support eligible equipment only
- Equipment licenses
  - Pre-paid, multi-year licenses can be requested in first year
- Cloud-based functionality of eligible equipment
- Operating system software to support eligible equipment
- Installation and configuration
  - If wanted, be sure to specify this in your 470/RFP
- Taxes and fees
- Basic training on use of equipment

- Not eligible:
  - **Cybersecurity!!!!!!**
  - Storage Devices
  - Voice/Video Components
  - End User Devices
  - Security cameras
  - Advanced firewall functions, like anti-spam, anti-virus, etc.

Category 2 Cost Allocations

Depending on the functionality of some equipment or software, the product may not be fully eligible for E-Rate funding, requiring a percentage of the cost to be deducted.

- Below are links to manufacturers' websites or documents they have provided, publishing their cost allocations.
  - Cisco/Meraki
  - Fortinet
  - HP Aruba
  - Juniper Networks
  - Palo Alto Networks (click on "Palo Alto Network Product Eligibility Guide" to download PDF)
  - Sophos
  - **Or call USAC at 888-203-8100, who should be able to tell you if the SKU is fully eligible**


Search Results

SKU	Description	Eligible	Notes
C9410R-96U-BNDL-E	Catalyst 9400 Series 10 slot,Sup, 2xC9400-LC-48U, DNA-E LIC	100%	
C9410R-96U-BNDL-A	Catalyst 9400 Series 10 slot,Sup, 2xC9400-LC-48U, DNA-A LIC	Cost Allocate (79%)	

Internal Connections Purchase Timeline

- Equipment can be purchased as early as April 1, prior to funding year start
  - For example, applicants can purchase equipment on April 1, 2024 for FY 2024, even though the funding year doesn't begin until July 1, 2024
  - However… vendors/applicants cannot be reimbursed from USAC until July 1
  - Applicants that purchase equipment prior to receiving funding commitment letter are risking paying full price
- Equipment can be purchased as late as September 30, following the end of funding year
- Allows applicants two full summers to install equipment

FY 2024 - Non-Recurring Services/Equipment Purchases - April 1, 2024 - Sept 30, 2025																	
			FY 2024 - Recurring Services - July 1, 2024 - June 30, 2025														
Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025

Basic Maintenance (BMIC)

- Special eligibility conditions:
  - 100% eligible = basic tech support, configuration changes
    - Costs common when purchasing new equipment
  - Not eligible = Next Business Day equipment replacement
  - Conditionally eligible = repair of equipment, cable maintenance
    - E-Rate will commit based on amount of contract
    - BUT…. Will only reimburse for time/parts used
- Multi-year, pre-paid contracts must be amortized
  - Cannot apply for full cost of multi-year BMIC contract in Year 1
  - Must amortize and request discounts for that year, annually
- Can only be for services/work performed during 12-month funding year (7/1/2024 – 6/30/2025)
  - Does not follow the 4/1/2024 – 9/30/2025 schedule
  - Does not follow the first 12 months of ownership schedule

Managed Internal Broadband Svcs

- Managed Internal Broadband Services (MIBS)
- Covers the operation, management, or monitoring of a LAN
- 2 Options:
  - Paying an outside vendor to own/manage the equipment
  - Paying an outside vendor to manage school-owned equipment
- Subject to the C2 budget caps
- Traditionally used by small schools/districts and libraries that don't have their own IT staff

Library Small C2 Bidding Exemption

- Beginning in FY 2024, libraries are exempt from bidding Category 2 equipment or services if:
  - Total, pre-discount amount is $3,600 or less
  - Total cost is per library and cannot be averaged over multiple libraries
  - Cost-effective rules still apply
  - Contracts still must be signed prior to filing the Form 471

Equipment Transfer/Disposal Rules

- **Receiving equipment**: Be sure to label each piece and record it in your asset inventory
  - -- *Make/model/serial number/building/room/FRN/date installed*
- **Transfers**: E-Rate funded equipment may be transferred between eligible schools or libraries within the BEN
  - If equipment is transferred between buildings within 5 years from date of purchase, applicants must record reason and date of transfer and update asset inventory
    - No notice to USAC is required
  - Asset inventory must be retained for 10 years from date of purchase
- **Disposal**: Equipment may be disposed of, sold, moved to a NIF, etc. after 5 years from the date of installation
    - No notice to USAC is required but asset inventory must be updated

NIFs Not Eligible for C2 Funding

- Non-instructional facilities (NIFs) are not eligible for C2 funding/equipment that is specific to their building
- Shared equipment may be housed at a NIF
- For example:
  - A Wireless Controller may be housed within a NIF
  - Wireless Access Points in a NIF may not be purchased with E-Rate funds
    - These would be building-specific and not equipment that is shared with other schools

Category 2 Budget

Category 2, 5-Year Funding Caps

- Current C2 budget cycle – Funding Years 2021 – 2025
  - All C2 budgets will reset in FY 2026 and no funding will be carried over
  - C2 budgets are *pre-discount*
    - Applicants' E-Rate discounts then apply

C2 Budget Multipliers:

Single Schools:

$167 x total enrollment OR **$25,000 (less than 150 students)**, whichever total budget is greater

School Districts:

$167 x total district enrollment, OR

$25,000 x total number of schools in the district

- Whichever total budget is greater

Independent Libraries:

$4.50 x total square footage OR **$25,000 (less than 5,556 sq. ft.)**, whichever total budget is greater

Library Systems:

$4.50 x total square feet of all library branches OR **$25,000**, whichever total budget is greater

Calculating Your Budget – OPTIONS

- The Category 2 Order provides an exception for small school districts and library systems.
  - Specifically, it allows school districts and library systems with 10 or fewer sites the option to calculate their budgets on a per-site basis by **adding together** the budgets of each eligible site within the district.
- For Districts or Libraries with 10 or less buildings – 3 options
  - OPTION 1: Calculate by the total number of **Students** or **Square Footage**
  - OPTION 2: Calculate by total number of **Schools/Libraries** ($25,000 per)
  - OPTION 3: Calculate using a **COMBINATION OF BOTH** methods
- **Use the HIGHEST aggregate total**

Sample Calculation for 10 or Less Schools

ABC School District has 5 schools:

School	Student Count	Budget Calculation ($167/student)	Budget Received (Use minimum budget if calculation is less)
ABC High School	567	$94,689	$94,689
ABC Middle School	532	$88,844	$88,844
ABC Elementary	212	$35,404	$35,404
West Elementary	125	$20,875	$25,000
East Elementary	131	$21,877	$25,000
Totals	**1567**	$261,689	**$268,937**

Based on student count

Based on budget floor

- Remember, schools with LESS THAN 150 students are eligible for the budget floor - $25,000.00
  - Same premise applies to libraries
- **Use the HIGHEST aggregate total**

Category 2 Pre-Discount Budget Example

5-Year C2 Budget Cap*	E-Rate Discount	E-Rate Will Pay:	District's Share %	District Must Pay:
$204,475	60%	$122,685	40%	$81,790

* The C2 Budget Cap is the pre-discount price. E-Rate discounts will then apply on top of the budget cap. In this example, district would still owe their 40% non-discounted share

- Future funding years: To determine what "remains" in a C2 budget for future years in the C2 "cycle", take the 5-Year Budget Cap and subtract the pre-discount amounts of what has been "committed" in the previous year(s) of the C2 cycle

What is YOUR Remaining Category 2 Pre-Discount Budget for Current 2 Budget Cycle?

Calculating Remaining C2 Budgets –
Using USAC's Open Data

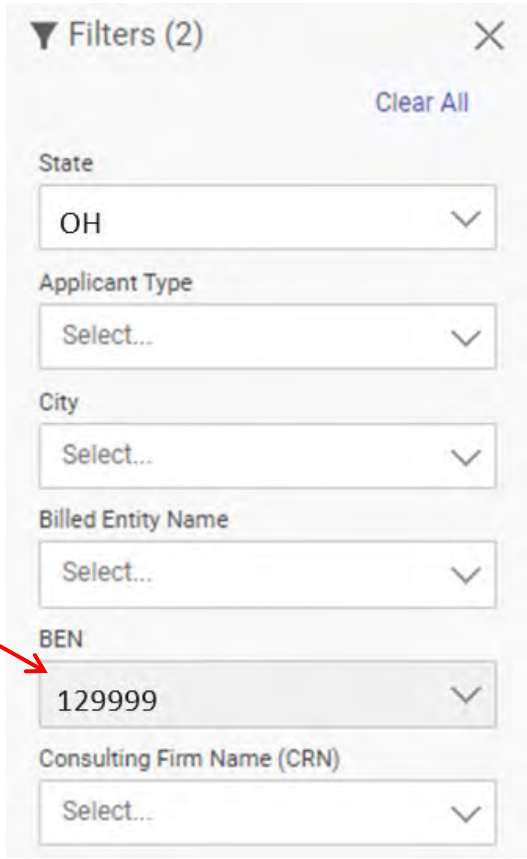
What is your remaining Category 2 Budget for this C2 cycle?

1) Go to: https://opendata.usac.org/E-Rate/E-Rate-C2-Budget-Tool-FY2021-/8z69-hkn7

2) Enter BEN to filter just your entity's data

3) Summary Table will appear

Review these columns:



C2 enrollment currently in EPC

5-Year Pre-Discount C2 Budget

Full Ti...	Library...	School...	Library...	C2 Bud...	C2 Bud...	Funded...	Pendin...	Availab...
1,605		$167.00		$268,035.00	Confirmed	$207,881.00	$0.00	$60,154.00

"Funded" amount from FY2021-FY 2023

Amount of "pending FRNs" in FY 2021, 2022, 2023

Remaining available C2 Budget

Data Used for Category 2 Budgets

- Enrollment data entered in separate location in EPC (different from discount calculations)
- Why? Enrollments are set at first year you apply for C2 during that Category 2 Budget Cycle
- Not required to update annually
- CAN update if it will increase your C2 budget
  - Must then ask for C2 Budget Recalculation from USAC

Where to update C2 enrollment data?

>>> EPC Landing Page > District Name > Manage Organization > Scroll to bottom of page

E-Rate Application Process

Application Process Overview

E-Rate Step	Suggested Timeline
1) Assess Needs/Create Your Plan	August - December
2) Update EPC Profiles - Admin Window	Oct - early January
3) Bid All New Services/Equipment – Form 470	Now - January
4) Bid Evaluation	January/February
5) Board Approval/Sign Contracts	January/February
6) Request E-Rate Funding – Form 471	Mid Jan. – March 25? (deadline TBA)
7) Application Review – PIA	March - August
8) Funding Commitment – FCDL	April - August
9) Turn-On Funding/CIPA Compliance – Form 486	FCDL receipt – October 29
10) Receive Services	July 1, 2024 – June 30, 2025
11) Pay Vendor	July 1, 2024 – June 30, 2025
12) Submit Invoice to USAC – Form 472 BEAR if paid vendor bill in full (vendor submits Form 474 SPI to USAC if you received discounted bills)	October 28, 2025 (deadline)

Step 1: Assess Need & Plan

- When? August - December
- Category 1: Review existing contracts to determine when they expire
  - Extend, if options are available
    - Must have documentation to vendor of request to extend
  - If contract expiring, decide if upgraded services are needed
- Category 2: Determine what equipment/wiring is needed for each school over the next 12 months
  - Research options, prepare bid-list

Step 2… Update Entities' Profiles

- **Update Entities' Profiles during the Administrative Window each fall**
  - 3 month period when schools must update enrollment/NSLP data for each school
    - And update Category 2 Enrollment if it has increased
  - Data cannot be changed once Admin Window closes (but you can provide updated info on the Form 471)

- Confirm all entities, including NIFs, are in EPC portal
  - Contact CSB at 888-203-8100 to make entity adjustments
- Libraries do not enter enrollment/NSLP data
  - EPC links libraries with the school district in which the library (or main library in a system) is located
  - Libraries should update square footage/address changes, if any

Step 3: Posting the Form 470

Form 470 Competitive Bidding Form

- Notifies vendors of services and equipment for which you are seeking proposals
  - All equipment/services for which you will seek funding on the Form 471 must have been posted on a Form 470
- Vendors are invited to submit bids/price quotes for 28 days from the date of certifying your Form 470
  - List **bid due date** in the narrative text box, along with **any disqualifying factors**

- You are NOT obligated to purchase any service/equipment listed on Form 470
- Category 1 and Category 2 can be filed on the same 470

When Must a Form 470 be Posted?

1. **Month-to-Month Services**
   - No contract exists – these are mostly cable modem-type services
   - File annually unless using CABIO
2. **New Contracts**
   - File before signing any new contract
   - If you posted a Form 470 in a previous year, and then signed a multi-year contract that expires on or after June 30, 2025, you are **not** required to file a Form 470 for FY 2024
3. **Bandwidth Upgrades**
   - If you're upgrading service mid-contract and the upgrades and associated prices are not included in the original contract

Contract Extensions:

- Permitted but must have been in original contract and must have definitive end date
  - For example, a 3-year contract, with two 1-year renewals. Will not require new 470 until the end of 5 years
  - **However,** *a 3-year contract that automatically renews doesn't count. This requires a new 470 at the end of 3 years*
- Must notify the vendor before filing Form 471 if you want to exercise one of your contract extensions
  - Can be as simple as an e-mail; some vendors want contract amendment
  - USAC will ask for this during your application review

When to File the Form 470

Deadline: Form 470 must be posted online at least 29 days before the close of the Form 471 window

For example:

- If Form 471 deadline is March 25, 2024; then…
- February 25, 2024 = 470 Deadline
  - DO NOT wait this long!
  - Gives you 1 day to evaluate bids, negotiate contracts, seek board approval, sign contracts, and then file the Form 471 by the 471 deadline

- Helpful Form 470 Guides: https://www.ohio-k12.help/erate/e-rate-resources/
  - Form 470 Disqualification Suggestions
  - C1 & C2 Form 470 Filing Guide – Schools/District
  - C1 & C2 Form 470 Filing Guide –Libraries
  - Sample C1 & C2 Bid Matrix/Acceptance Letter

Requests for Proposals (RFPs)

- USAC considers any bidding document provided to vendors an RFP
- RFPs not required, except for:
  - All applicants seeking dark fiber or self-provisioned fiber projects
  - Libraries asking for hot spots/cellular data plan for bookmobile
- If issuing an RFP, all documents that constitute that RFP must be uploaded with Form 470 at the time of filing
  - Cannot cite a website bidding advertisement
  - **Important**: Any addenda or other documents given to vendors after the Form 470 is filed must be uploaded to existing 470
    - Must restart 28-day clock if any changes are made to the original RFP
- Vendors cannot provide RFP language or bid lists

Requests for Proposal (RFPs)

- A Requests for Proposal (RFP) may be created to describe specific needs and circumstances in more detail.

School	Minimum Bandwidth Requested	Address	Notes
ABC High School	1GB	425 Town Pkwy, Anytown, OH 43000	Address of the demarc location
ABC K-2 Primary School	500MB	235 Cherry St, Anytown, OH 43000	Point to Point requested, connecting ABC K-2 Primary School to High School
ABC Intermediate School	1GB	345 Arch St, Anytown, OH 43000	Point to Point requested, connecting ABC Intermediate School to High School
ABC Middle School	1GB	841 E Main St, Anytown, OH 43000	Point to Point requested, connecting ABC Middle School to High School

Cat 1

Equipment		Min. Quantity
UPS for Data Racks:		
APC PAC SMX3000L VNC Rack Tower LCO 100-127V	or Equivalent	8
APC Smart UPS X750VA	or Equivalent	4
Wifi Access Points and Antenna:		
Cisco Satalyst 9120AXE Wireless Acess Points, C9120AXE-B	or Equivalent	60
Cisco Antenna, AIR-ANT2535SDW-RS	or Equivalent	240
Cisco Universal AP Bracket, AIR-AP-BRACKET-2, UNSPSC 56112005	or Equivalent	60
Switches:		
C9200-24P-EDU	or Equivalent	4
C9200-48P-EDU	or Equivalent	2
C9300-48P-EDU	or Equivalent	3

Cat 2

Imposing Restrictions

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

Sample Disqualifying Factors

- All hardware quoted must be compatible with existing infrastructure. If the equipment is different from what is requested, documentation must be provided with the proposal demonstrating that the proposed equipment is equivalent, or the proposal will not be considered.
- Hardware quoted must be new with the manufacturer's warranty (three year). Quotes for used equipment will not be considered.
- The bidder shall provide their SPIN in their proposal (or provide documentation that a SPIN has been applied for) and shall document that they are an authorized reseller of the equipment being proposed.
- Cabling vendors must be bonded/insured.
- Vendor must ensure that all quoted prices will be honored at the time of purchase.
- Vendors must conduct a mandatory walk-through of each location if bidding on the cabling project, and all quotes must include all cabling material, necessary components, and installation costs to complete the project. Bids received where a walk-through was not conducted will be disqualified.
- Vendors must conduct a mandatory walk-through of each location if bidding on the management of internal broadband services (MIBS). Bids received where a walk-through was not conducted will be disqualified.
- Installation costs must be listed separately from hardware costs.
- Proposals from vendors on Red Light Status with the FCC or delinquent on a debt to a state or federal governmental agency or entity will be disqualified.
- In-state (or local) vendors preferred.
- Previous experience with vendor preferred.

Sample Disqualifying Factors

- Vendor must put in writing their willingness to give discounted bills.
- **SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.**
- Internet Access service quoted must provide access to state network. **And/Or,**
  - Vendors that provide direct peering relationships to the Ohio Department of Education are preferred.
  - Bandwidth/Internet Access quotes must include basic firewall service. The cost must be included in the service and not shown as a separate cost. Quotes showing options for service without basic firewall and a second option that includes firewall service will not be considered.
- The applicant reserves the right to reject bids that are received after 9:00 a.m. of the Allowable Contract Date shown on the Form 470. **Or,**
  - The deadline for vendor proposals is 9:00 am Eastern, 29 days from the date this Form 470 is posted. We reserve the right to reject late-submitted proposals.
- All questions and quotes are to be emailed to Insert Info

A Word doc listing Disqualifying Factors can be found on my "Resource Library" page at https://www.ohio-k12.help/erate/e-rate-resources/.

During the Bidding Period…

- After the Form 470 has been posted online, vendors submit proposals directly to the school or library
- Proposals must be accepted for a minimum of 28 **calendar** days
  - **Applicants should specify a bid deadline in the Form 470/RFP**
  - Can be longer than 28 days
- Vendors will contact you if they need additional information
- When contacted by a vendor, you must indicate your willingness to receive a proposal for services listed on Form 470
  - Do NOT say you are just going to stay with your current vendor
- May conduct pre-bid meeting with vendors

Know Your Role

Applicants	Service Providers
• Determine services needed, file FCC Form 470 and RFP. • Run competitive bidding process. • Select winning bidder, with price of eligible product and services as primary factor. • Respond to PIA. • File other applicant forms (FCC Forms 471, 486, 472, 500, etc.) • Document their compliance with FCC rules on an ongoing basis.	• Respond to FCC Form 470 and RFPs. • May assist with responding to PIA on technical services questions (but not competitive bidding). • File other service provider forms (FCC Forms 473, 474, etc. • Document their compliance with FCC rules on an ongoing basis.

Applicants **cannot** have a relationship with service providers that would unfairly influence the outcome of the competition.

Step 4: Evaluating Bids

- After the bid due date (which must be at least 29 days after 470 is posted), the applicant must review all qualified bids received for all services or equipment
- Must create and retain bid evaluation matrix
- **Price of eligible services/equipment MUST be the most heavily weighted factor during bid evaluation, but you're not required to go with the cheapest bid**
  - Brief list of evaluation criteria examples:
    - Quality of proposed solution
    - Cost of ineligible items
    - References
    - Experience with the vendor
    - Ability to meet installation deadline
- Retain all winning and losing bids and all correspondence between the applicant and all vendors (winning and losing)

Received No Bids?

- Document via an email or file memo that no bids were received
- Existing Services: can continue to receive services from existing service provider
- New Services/Procurement: Solicit bid from willing vendor (who is not your brother-in-law)
  - Make sure price is cost-effective
  - Check marketplace options from other vendors in your area or nearby areas
  - Save research and information to justify buying service from this vendor

Bid Evaluation Sample

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	50	20	50	40
Prior experience w/vendor	20	20	0	20
Pricing includes basic firewall service	15	0	0	15
Flexible Invoicing: FCC Forms 472 or 474	10	0	10	10
Local or in-state vendor	5	5	0	5
TOTAL	**100**	**45**	**60**	**90**

Based on the above bid matrix criteria, we have chosen **Vendor 3** as the service provider for our **bandwidth and Internet Access.**

Name: _____

Signature: _____

Date: _____

- Evaluate your bids using a matrix with your bid factors listed and assigned points.
- Price must have the highest number of points
- If a vendor was disqualified, they would not be included in the bid matrix table but give an explanation as to why they were disqualified.
- Based on this example, Vendor 3 wins because they received the most points.

For a copy of a Category 1 and Category 2 bid matrix and acceptance letter, go to https://www.ohio-k12.help/erate/e-rate-resources/

Step 5: Vendor Contracts

- Contracts (which include hardware quotes) must be signed/dated by the ***applicant*** before you submit Form 471
  - Unless receiving services on a month-to-month basis
  - Vendor can sign after the Form 471 deadline
  - Obtain board approval, if required, before signing a vendor contract
  - **Or** write a letter of acceptance if board approval is not possible prior to the Form 471 deadline
  - Upload signed document in EPC prior to filing the Form 471

Step 6: Filing the Form 471

Purpose of the Form 471

- Filed **annually** by entity that actually pays the bills (the Billed Entity)
- Formally requests E-Rate funding commitments from USAC
- Asks detailed questions about services or equipment
- Shows which entities are receiving service
- Shows discount calculations (from EPC)
- Links to a Contract Record(s) to show which Form 470 was used to bid services, contract signing dates, contract amounts, etc.

Funding Requests

- Each separate funding request is assigned a number, called a Funding Request Number (FRN)
- Each FRN is “built” by adding FRN Line Items

When and How Many to File

- **471 Application Window: early January – mid March**

  Do **NOT** miss this deadline!

- Must be filed in EPC
- Category 1 and Category 2 **must** be filed on separate applications
  - Multiple applications are ok within the same category of funding

Step 7: PIA Review

Program Integrity Assurance (PIA) Review

- USAC team that reviews all applications submitted within the "Form 471 Window" and makes determination on funding approval/reductions/denials
- Checks for rule compliance
  - Eligible services
  - Eligible entities
  - Appropriate discount level
  - Competitive bidding violations
  - Category 2 budget levels

- The 471 main contact will receive an email notification that PIA questions are pending in EPC about their application
- Applicants have 15 days to respond
  - Can seek a single, 1-week extension
- PIA will notify if they intend to deny or reduce request

Step 8: USAC Issues FCDL

FCDL = Funding Commitment Decision Letter

- Funding "waves" are released weekly
  - Goal is to have all "workable" applications funded by Sept 1
- FCDLs emailed to Form 471 contact and EPC AA
- Gives approval decisions for each funding requests (FRNs) on Form 471
- Can appeal within 60 days if you don't agree with their decision
  - Appeal to USAC first
  - Can then appeal to the FCC if USAC denies

Step 9: Form 486

Form 486 Receipt of Services Form

- Informs USAC that services have (or will) **start**, and
- Informs USAC that your school or library is **CIPA** compliant

- Can only be filed after the FCDL has been issued
- No applicant or vendor reimbursement forms can be paid until the Form 486 has been submitted and approved
- Form 486 is **very** simple! Almost all data fields pre-populated

Deadline: 120 days after FCDL date or October 29, whichever is later

- Can be filed immediately after FCDL received, even before July 1
- USAC will deduct 1-month's funding for each month the form is late

CIPA Requirements

Any school or library receiving either anything under Category 2 or Internet access must...

- Filter all Internet access
- Have an Internet Safety Policy that addresses required elements
  - Policy must have been adopted after public hearing
- Schools' (not libraries) Internet Safety Policies must include *"... Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response."*
  - This means that schools are required to teach online safety to students as a prerequisite to receiving E-Rate funding
- Recipients only receiving telecommunications services are exempt from E-Rate CIPA compliance
- Consortium members submit Form 479 to the consortium leader certifying compliance for the consortium lead to submit Form 486

Service/Equipment Delivery Timelines

- Category 1 services must be delivered between July 1 – June 30
  - Installation may occur as early as January 1 or the contract signing date, whichever is later
  - Services may not BEGIN until July 1
- C2 equipment has an 18-month window to purchase/install equipment
  - May be purchased/installed anytime after April 1 (3 months before funding year begins)
  - Equipment must be purchased and installed by September 30 (3 months after funding year is complete)

FY 2024 - Non-Recurring Services/Equipment Purchases - April 1, 2024 - Sept 30, 2025

FY 2024 - Recurring Services - July 1, 2024 - June 30, 2025

Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025

Document Retention

- You must keep all documentation for 10 years from the last date to receive service.
  - For multi-year contracts this means 10 years from the contract expiration date.
- For example, for recurring internet access service for FY2024, both the applicant and the service provider must retain all records until at least June 30, 2035.
- Retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to your applications.

Paying for Equipment/Services

- Applicant's choice
  - **Discounts** on bills (vendor invoices USAC)

    or
  - **Reimbursement** process (applicant pays bills in full, then invoices USAC)
- Must select one or the other for entire year for each FRN
- If you want discounted bills, notify your vendor after contract signing, as soon as you are funded
  - Vendors often have additional form to complete so they know exactly which option is selected, and which account # to discount
- Applicants always must pay their non-discounted share
- Rules require it will be paid within 90 days of receiving service/equipment

Reimbursement Method - BEAR

- If applicant pays the vendor invoice in full, applicant submits Form 472 – BEAR Form to USAC for reimbursement
- Must have 'full-rights' permission to file BEAR in EPC
- Calculated based on eligible charges on actual bills

Deadline:

- October 28 (following close of funding year) for recurring services;
- January 28 for non-recurring services/equipment
- Can request 1 extension if the request is submitted by the original invoice deadline

Reimbursement Method - BEAR

- USAC reviews/approves BEAR and sends payment to the applicant's bank account via EFT
- School/Library bank account info would have been submitted on Form 498
  - Only submitted once (update, if needed)
- To determine if you have an approved Form 498:
  - Log into EPC > Records > Form 498s > Click on 498 if one is showing
  - If no 498 is showing, then there isn't one on file with USAC

Discounted Bills Method - SPI

- Vendor applies E-Rate discounts to invoice(s)
- Vendor submits Form 474 SPI to USAC to seek reimbursement
- Applicants' responsibilities?
  - Notify the vendor you want discounted bills
  - Review invoices to ensure discounts are properly applied
  - File timely Form 486 so the vendor can invoice USAC

Timeline Checklist

E-Rate FY2024-25 Timeline Checklist

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

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

Quick Way to Get the Information Needed

Go to: www.E-Ratecentral.com

E-Rate Utilization Summary Chart

FY: 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | All

FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed	Total Disbursed	Remaining Balance
2023	2	2	1	$132,173.06	$86,106.02	$46,067.04	$132,173.06	$0.00	$132,173.06
2022	1	1	1	$100,457.03	$100,457.03	$0.00	$100,457.03	$100,457.03	$0.00
2021	1	1	1	$100,457.03	$100,457.03	$0.00	$100,457.03	$100,457.03	$0.00
2020	2	2	2	$115,377.43	$100,457.03	$14,920.40	$115,377.43	$115,377.41	$0.02

471	FRN	SPIN	Service Provider	Service*	Original Request	Current Commitment
221005399	2299005563	143001654	The Chillicothe Telephone Company	IA	$4,849.20	$4,849.20
221005399	2299005565	143001654	The Chillicothe Telephone Company	IA	$39,852.00	$39,852.00
221005399	2299005569	1430016				
221014219	2299017371	1430067				

471 Information

471#:	221005399		
SPIN:	143001654 The Chillicothe Telephone Company		
Service Type:	Data Transmission and/or Internet Access		
Status:	Funded **Wave: 1**	**FCDL Date:**	4/23/2022
Status Memo:	• MR1:Approved as submitted.		
Service Start Date (471):	7/1/2022	**Service Start Date (486):**	7/1/2022
Current Commitment:	$4,849.20	**Payment Mode:**	NOT SET
Disbursed Amount:*		**Undisbursed:**	4849.20
Last Date of Service:		**Last Date to Invoice:**	10/30/2023

1. Enter your Billed Entity Number.
2. Click on Funding Year
3. See your 471, FRN, and SPIN information.
4. Click on the FRN number to see full detail

What's New For FY2024?

FY 2024: What's New

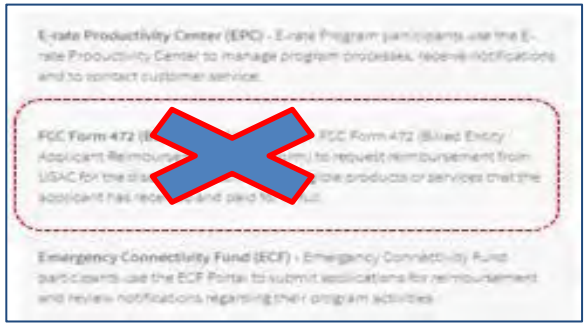
- **School Bus Wi-Fi!**
  - Approved by FCC, but no details yet; FCC Public Notice coming soon
  - Unanswered questions – bidding, bus leasing, entity numbers for buses, other rules unclear
  - Equipment - Cat 1 vs. Cat 2
  - Form 470 and 471 are likely to change

- **Rural Urban Updates from 2020 US Census**
  - USAC has just updated the U/R status in EPC profiles to reflect the updated status using the 2020 US Census
  - ~ 200 entities' discounts decreased and ~ 300 entities' discounts increased
    - If you were impacted, you would have received an e-mail notification from USAC

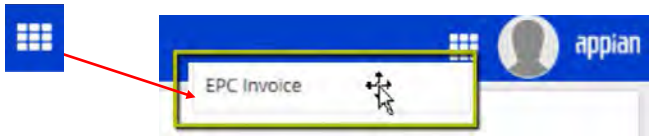
- **BEAR Migration into EPC**

BEARs: Big Changes!

- As of November 7, 2023, USAC migrated the E-Rate BEAR functionality into EPC!
  - The middle option to access the legacy BEAR system is gone



- Now, when you log into EPC, you will see this grid (waffle) symbol in the upper right corner of the Landing Page which will take you to the new E-Rate BEAR Portal, or just click on "EPC E-Rate Invoicing" listed in the shortcuts.



- For a tutorial of the new BEAR system, visit: https://www.usac.org/e-rate/applicant-process/invoicing/how-to-file-fcc-form-472-in-epc/
- You'll note it looks almost identical to the ECF invoicing system

What Has Changed?

- Only AA can grant BEAR Access Permission, just like all other forms
- Tabs for Submitted Forms, Pending Tasks, Pending Inquiries
- Can enter multiple FRNs **and multiple SPINs** on the same BEAR
- Ability to upload vendor invoices with BEAR
  - Not required, but because USAC often requests these during invoicing review, it's a good idea to upload to save you time later (C2, mainly) and to have a record of it in the EPC system
- Real-time status reports by FRN Line Item:
  - Incomplete, Certified, Processed, Cancelled
- Ability to see the date BEAR was paid
- Better invoicing decision explanations
- Error checks
- All invoicing outreach and communications will be conducted through the portal (same as PIA reviews)
- **Note**: Old BEAR data was not ported into new system!
  - **But** you can contact CSC for copies of old BEARs if needed

FY 2024: E-Rate Simplification

FCC Tribal Order Approved – July 2023:

- 10% Internet Access Hold Harmless
  - Up to 10% can be used for ineligible purposes
  - Important for schools with ineligible Pre-K students and CTCs that provide adult ed classes
  - Other usage during the school day
  - Applicants may seek E-Rate funding for only the amount of bandwidth needed for eligible use
- Library Bidding Exemption
  - Beginning in FY 2024, libraries are exempt from bidding Category 2 equipment or services if:
    - Total, pre-discount amount is $3,600 or less
    - Total cost is per library and cannot be averaged over multiple libraries
    - Cost-effective rules still apply
    - Contracts still must be signed prior to filing the Form 471

FY 2024: E-Rate Simplification

Repeal of C2 NIF Cost Allocation Requirement for Shared Equipment:

- Applicants are not required to cost-allocate the non-instructional facility (NIF) usage of a shared piece of equipment in a NIF.
  - Such as a district switch or wireless controller located in an administrative building or data center.
  - Unfortunately, C2 equipment that is solely used by the NIF will continue to be ineligible (for example, WAPs in admin buildings)

Full Eligibility for Data Network Cabling:

- The FCC clarified that structured cabling in a school or library may be connected to ineligible equipment such as security cameras, voice equipment, smoke detectors, etc.
  - If network primarily served an eligible purpose (i.e., distributing broadband throughout a school or library building), the full cost of the cabling is eligible.
  - However, networks that are dedicated to an ineligible purpose, such as security networks or voice networks, remain ineligible

FCC – Further E-Rate Simplification?

FCC seeking comments on further streamlining measures (FNPRM):

- Multiple internet providers
- Mid-year bandwidth increases
- Multi-year discount validations
- Basic maintenance simplification
- Eliminating Form 486
- Cardinal changes
- Wiring between buildings
- C2 bidding exemption for schools

- State E-Rate Coordinators' Alliance (SECA) Comments/Reply Comments:
  Initial: https://www.fcc.gov/ecfs/document/109260133305397/1
  Reply: https://www.fcc.gov/ecfs/search/search-filings/filing/10231601816082

E-Rate Looking Glass…

- Learning Without Limits Initiative
  - Just *proposals* for now, may be voted at Nov meeting
  - 3-year, $200 million Cybersecurity Pilot (not in E-Rate)
  - Hotspot Lending Program in E-Rate (similar to ECF)
- Bidding Portal? Not yet!
- All E-Rate payments via SAM.gov
  - Effective no earlier than end of 2024
  - Once implemented, E-Rate reimbursements will not go to the bank account on Form 498
    - Form 498 will require UEI number which will link it to SAM.gov account
      - **Form 498 already collecting UEI if you update or create one new**
  - **SAM.gov requires annual renewal**

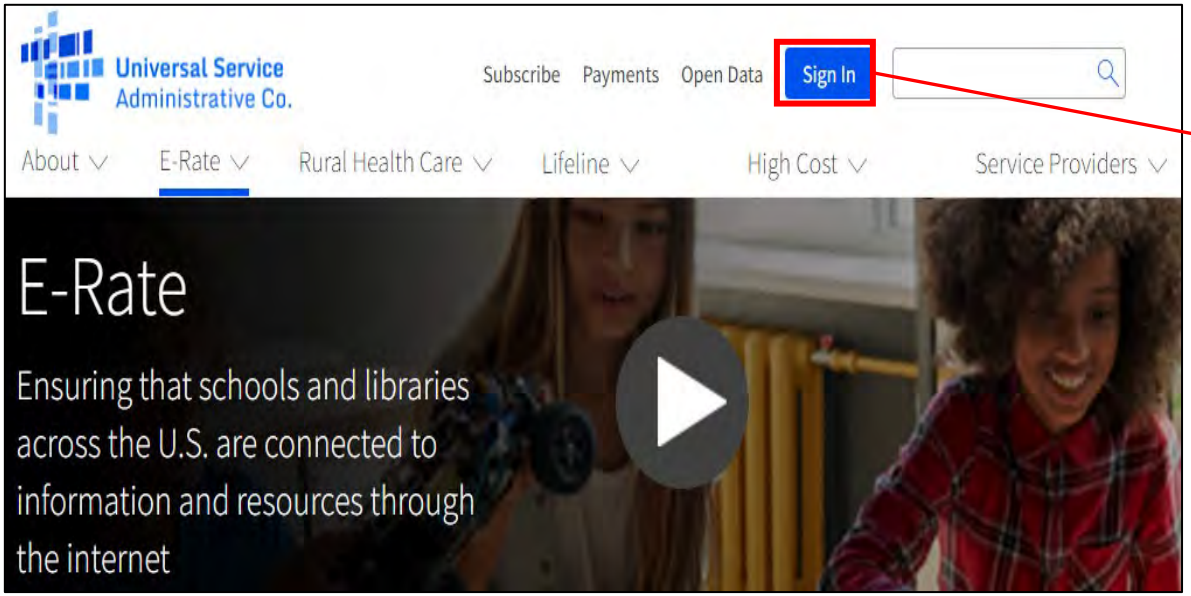
USAC's One Portal

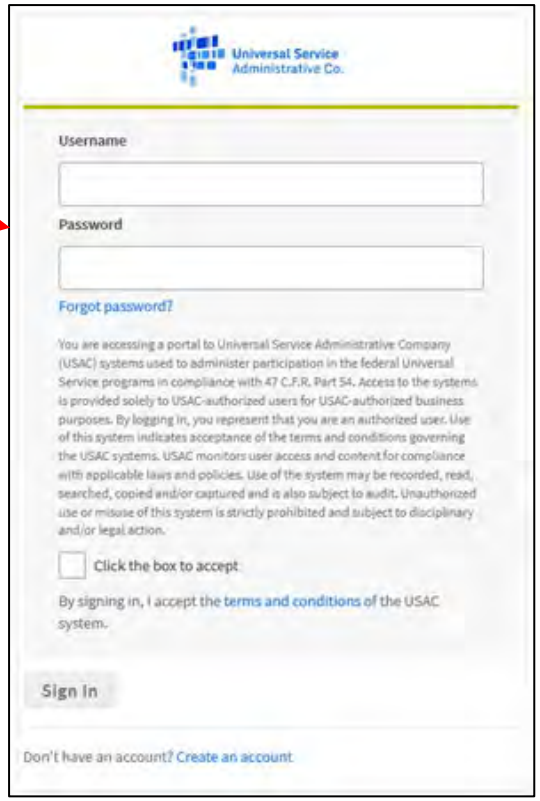
USAC's One Portal

USAC uses multifactor authentication (MFA) to increase security.

We must log into One Portal to access the E-Rate Productivity Center (EPC) and ECF.

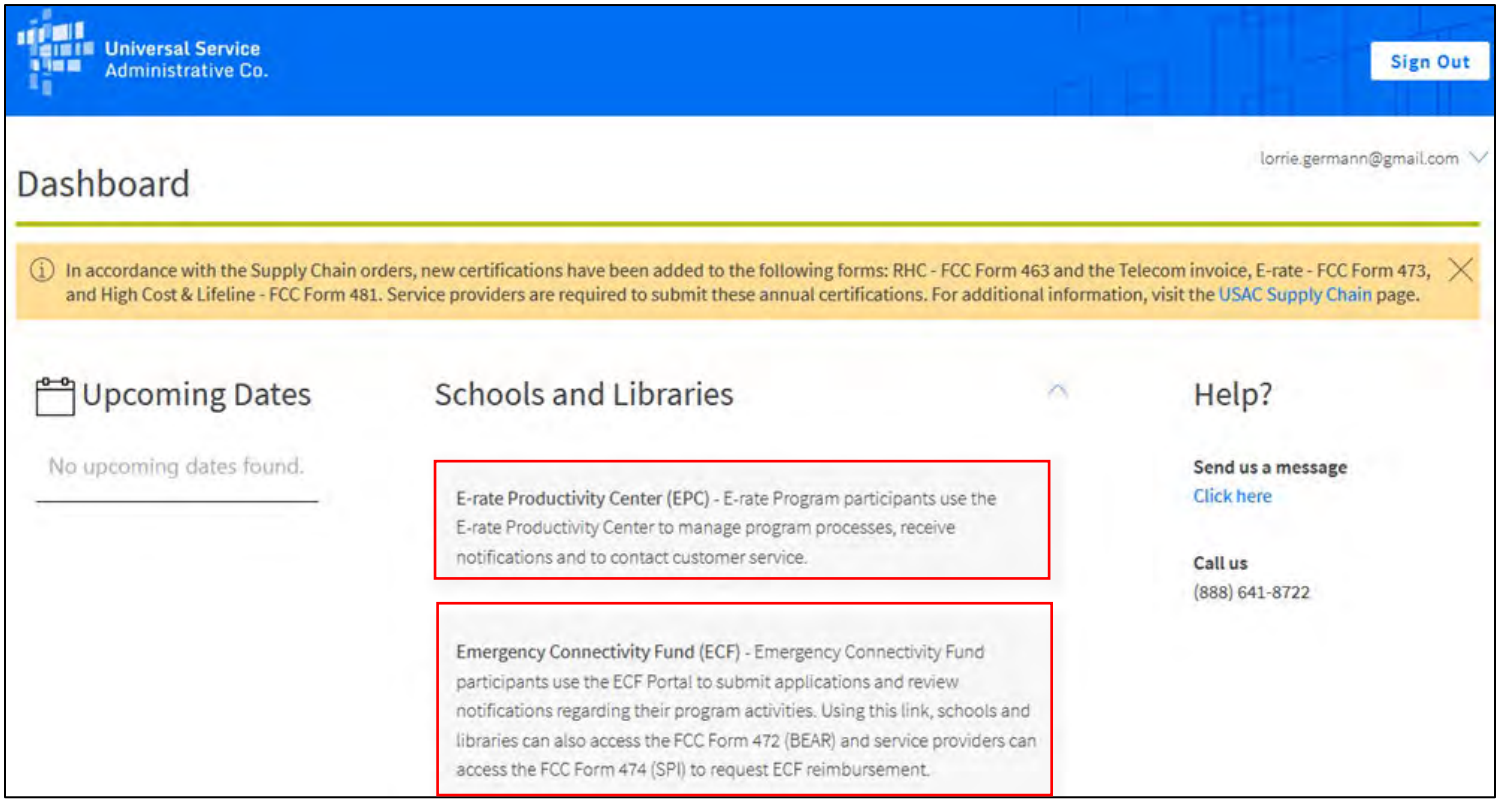
To access, go to https://www.usac.org/e-rate/ and click on "Sign In" and then "Continue".





USAC's One Portal

After entering the one-time verification code, you'll see both EPC and ECF (the legacy BEAR is no longer listed!).



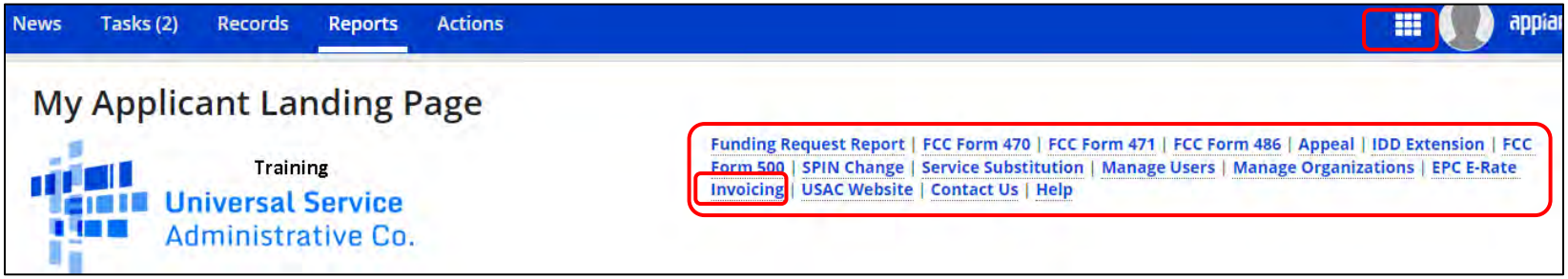
EPC Entity Profile – Account Administrator

If logging in as the Account Administrator (AA), you will see the option to **Manage Users,** as the AA is the one user who can add, remove, or change a user's rights. **If it's missing, you do not have admin rights.**

Filing Program Forms

Notes on filing program forms

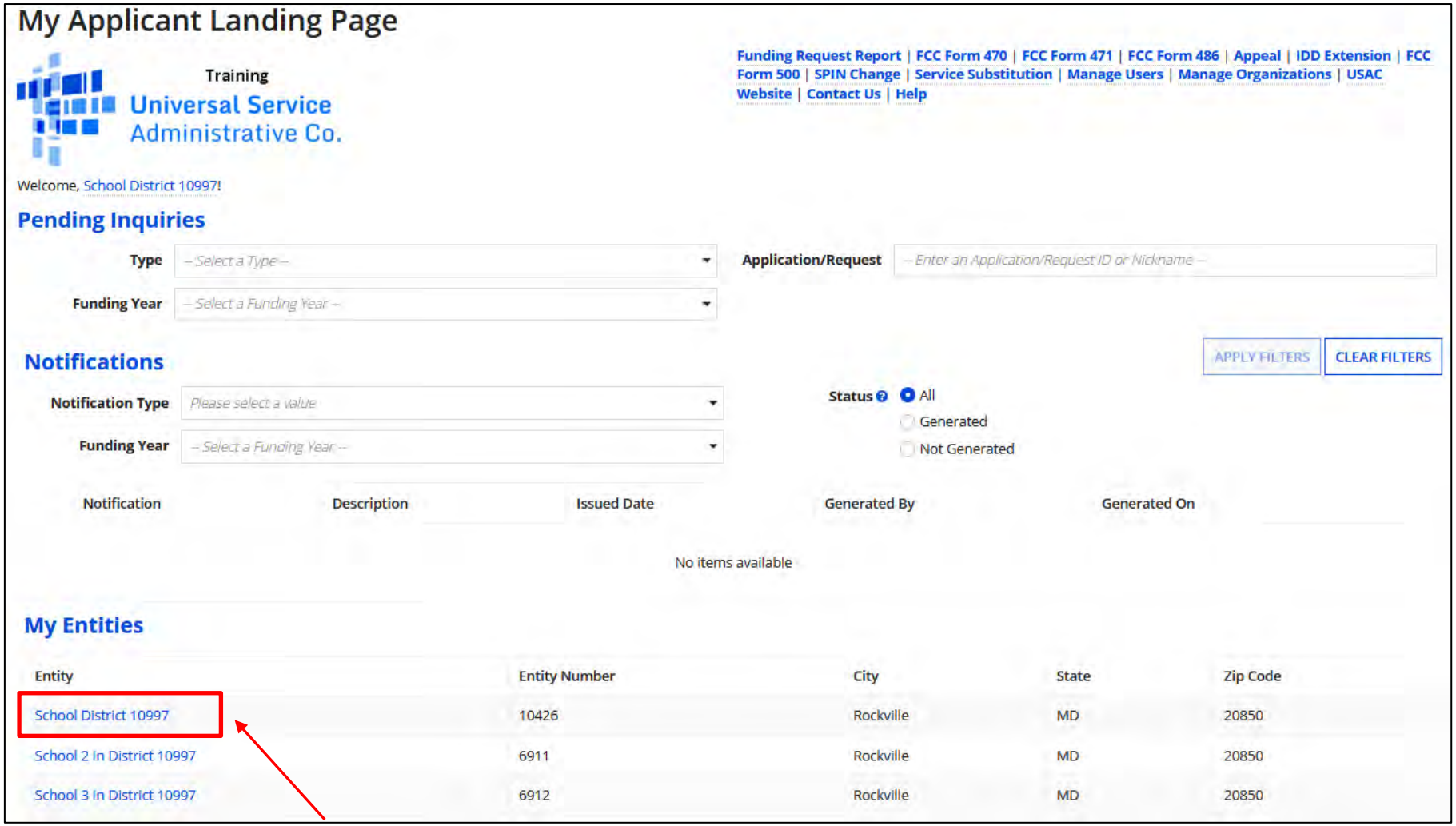
- FCC Forms 470, 471, 486, and now Invoicing can be filed from the quick links below the menu bar –



Form 498

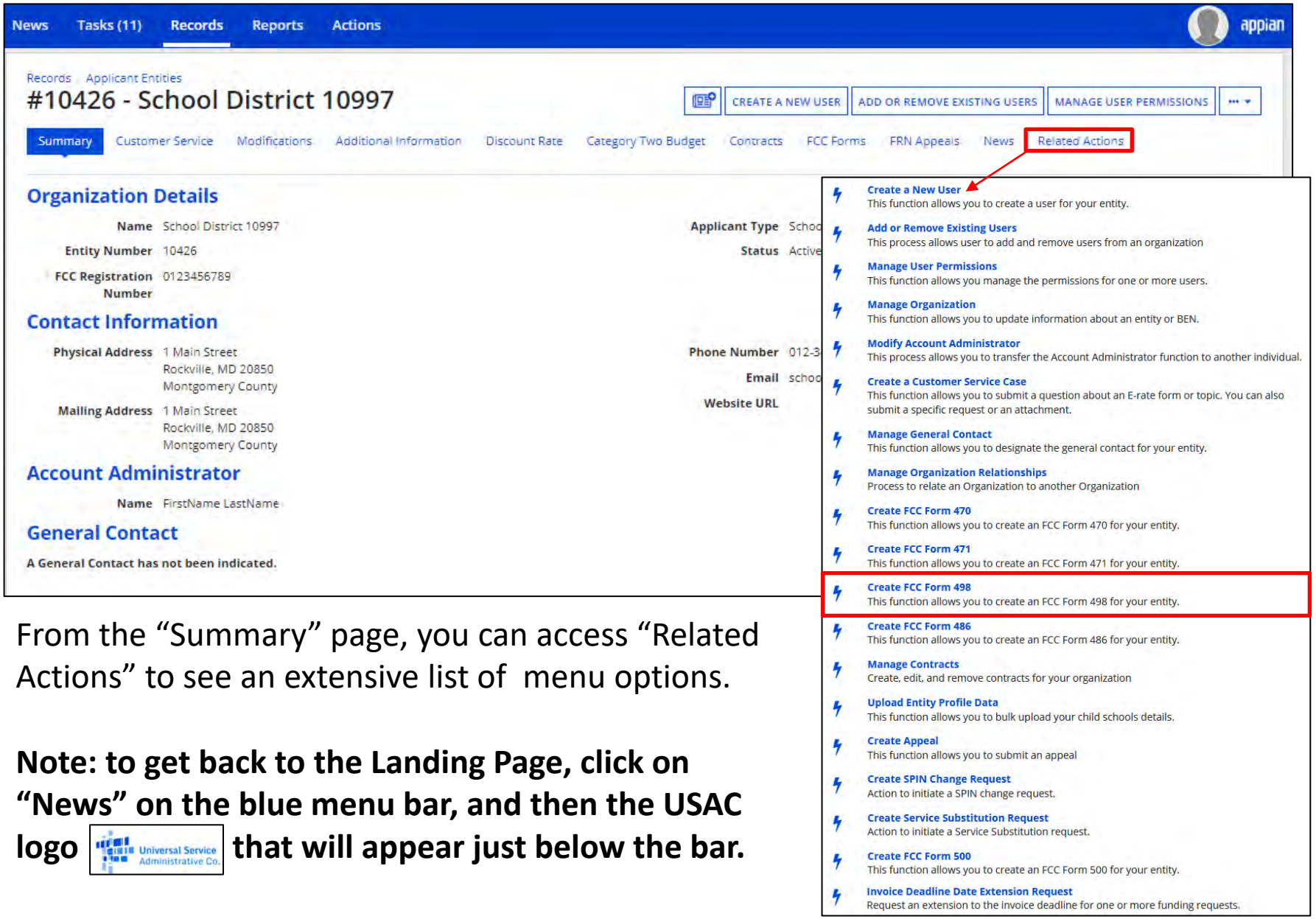
- A **new** FCC Form 498 can be filed from the Billed Entity's "Organization Detail" summary page by clicking "Related Actions."
  - Only the school or library official or general financial contact will be able to see the FCC Form 498 link.
- To update an **existing** Form 498, click on "Records" on the menu bar, select "FCC Form 498", and then the application record and "Modify FCC Form 498"

Landing Page View



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

“Related Actions” Menu

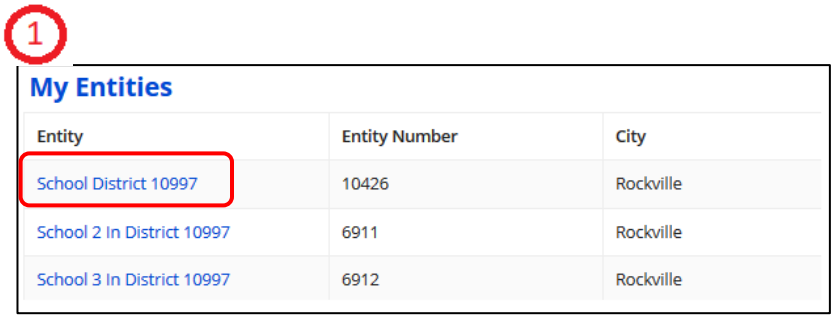


From the “Summary” page, you can access “Related Actions” to see an extensive list of menu options.

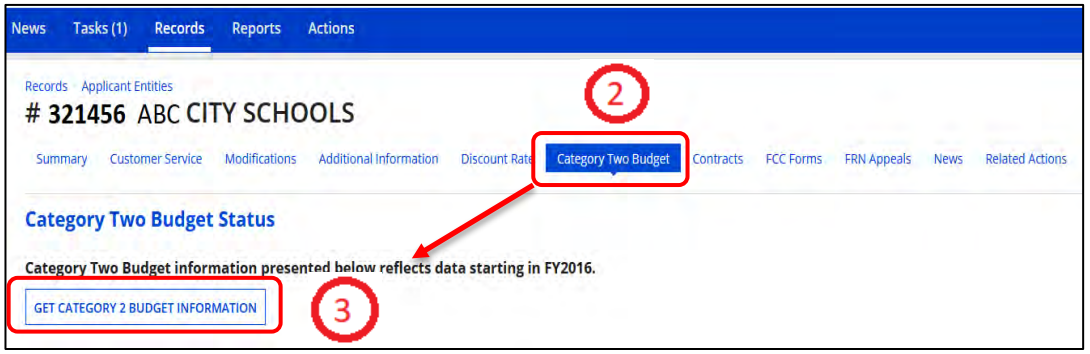
Note: to get back to the Landing Page, click on “News” on the blue menu bar, and then the USAC logo

that will appear just below the bar.

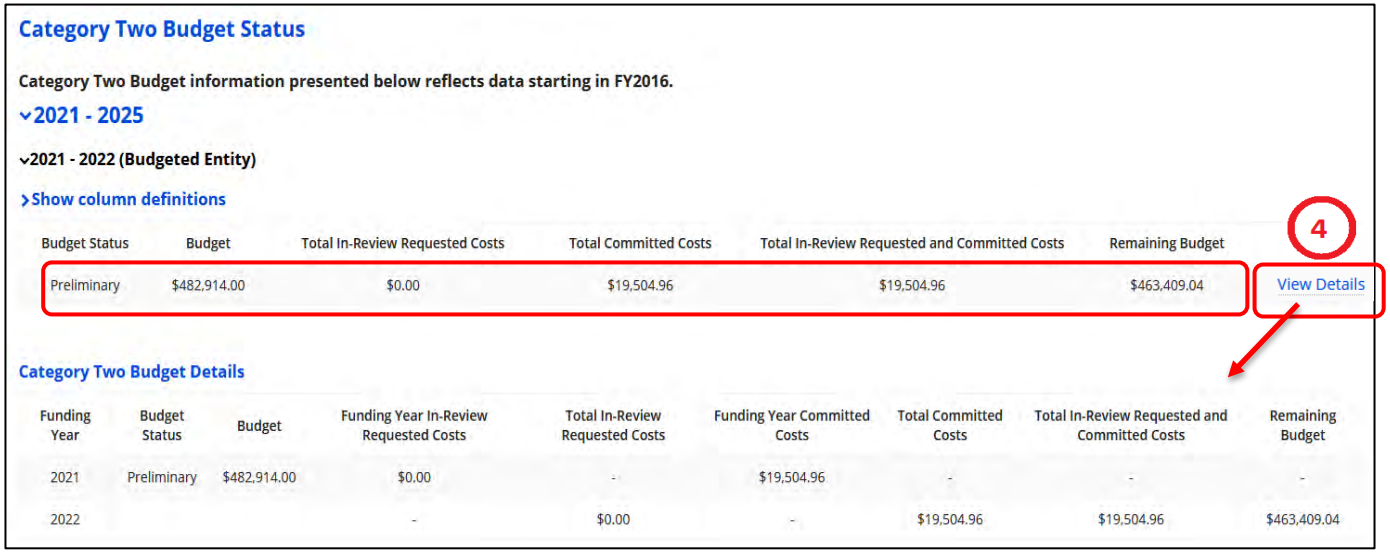
Category 2 Budget Tool



- Start my clicking on the Billed Entity under "My Entities".

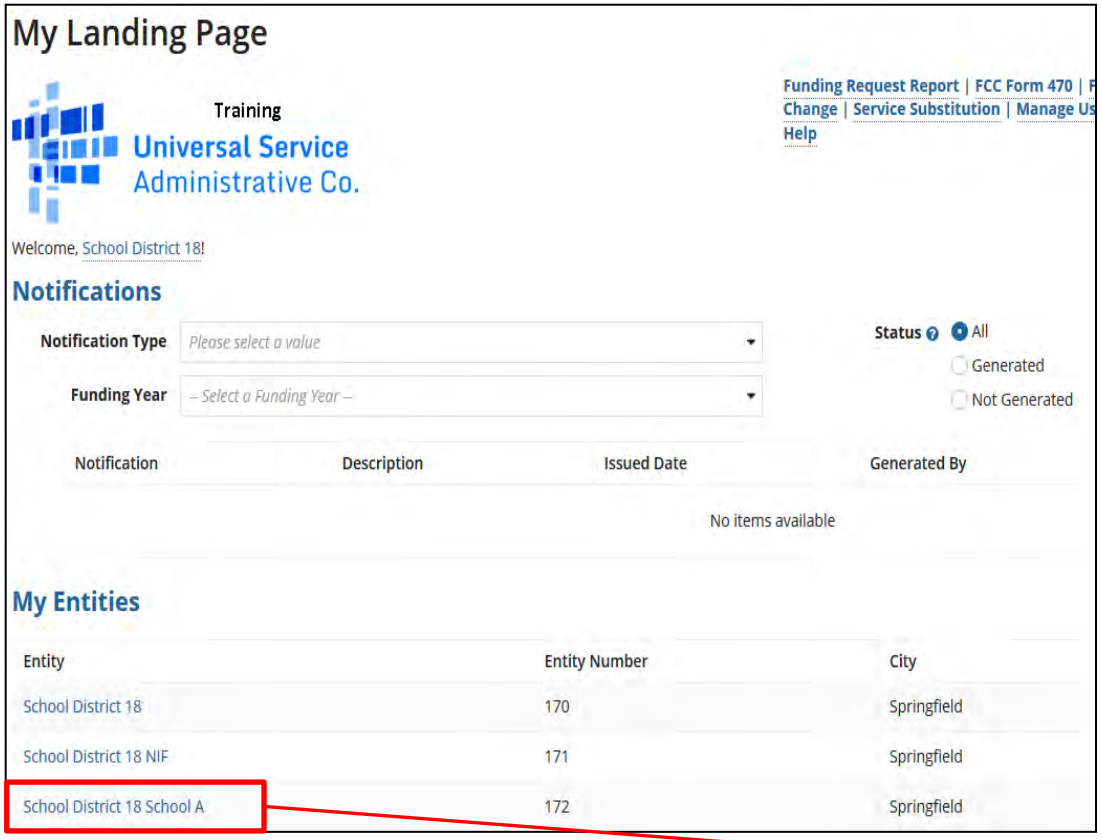


- Click on "Category 2 Budget" and then "Get Category 2 Budget Information". You will see any requests since FY2021 and the Remaining Budget.



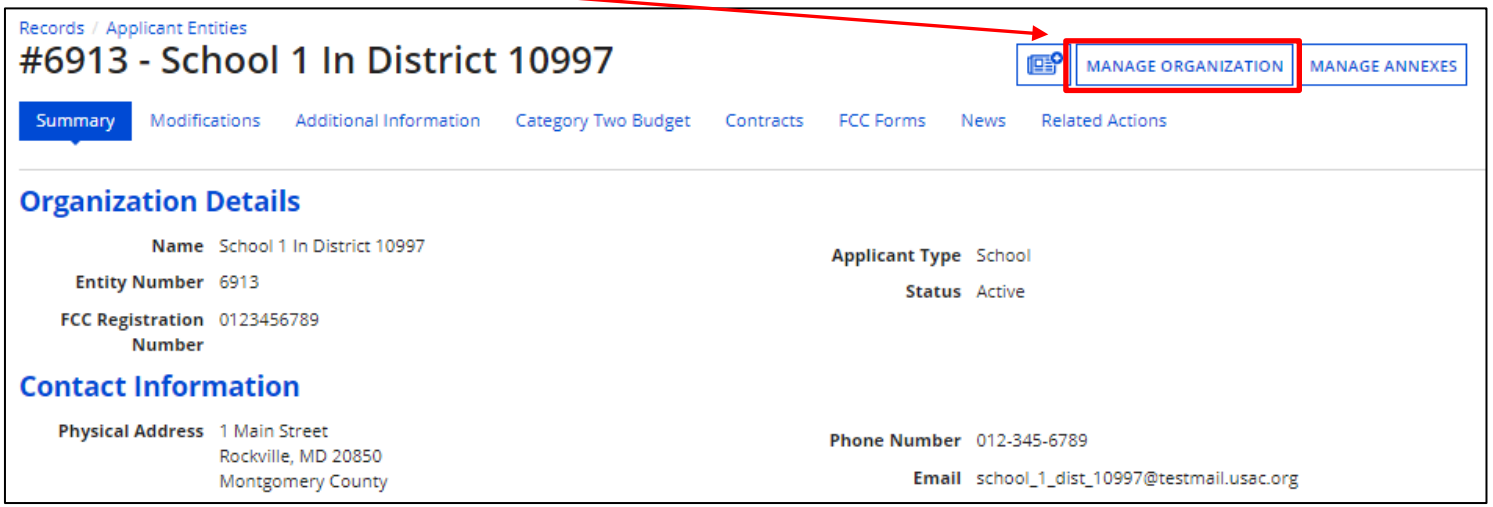
- Click on "View Details" to see the breakdown by funding year.

School Detail Page

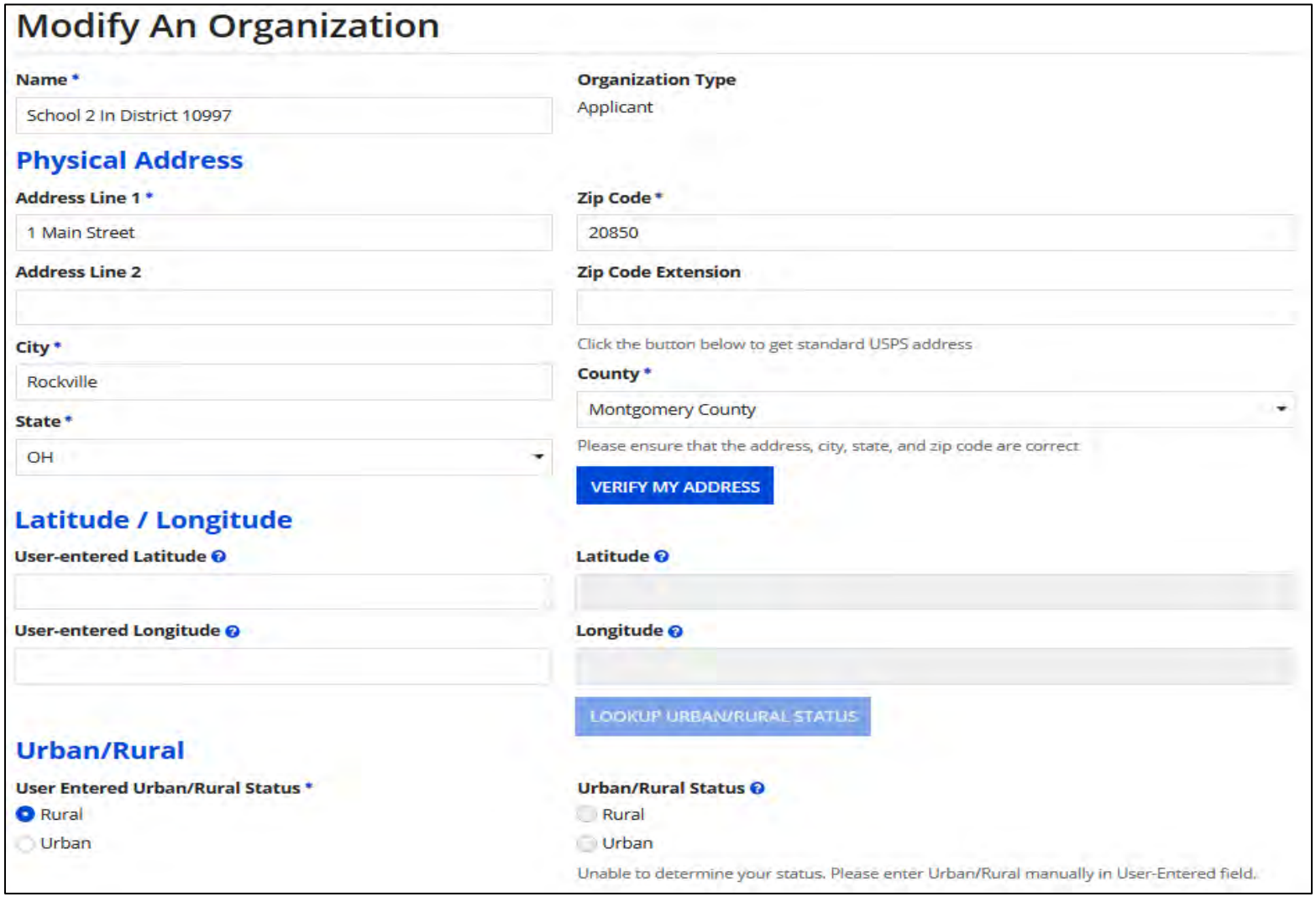


Click on the name of each school, and then “Manage Organization”, to edit information pertaining to this building, such as Student or NSLP Counts.

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

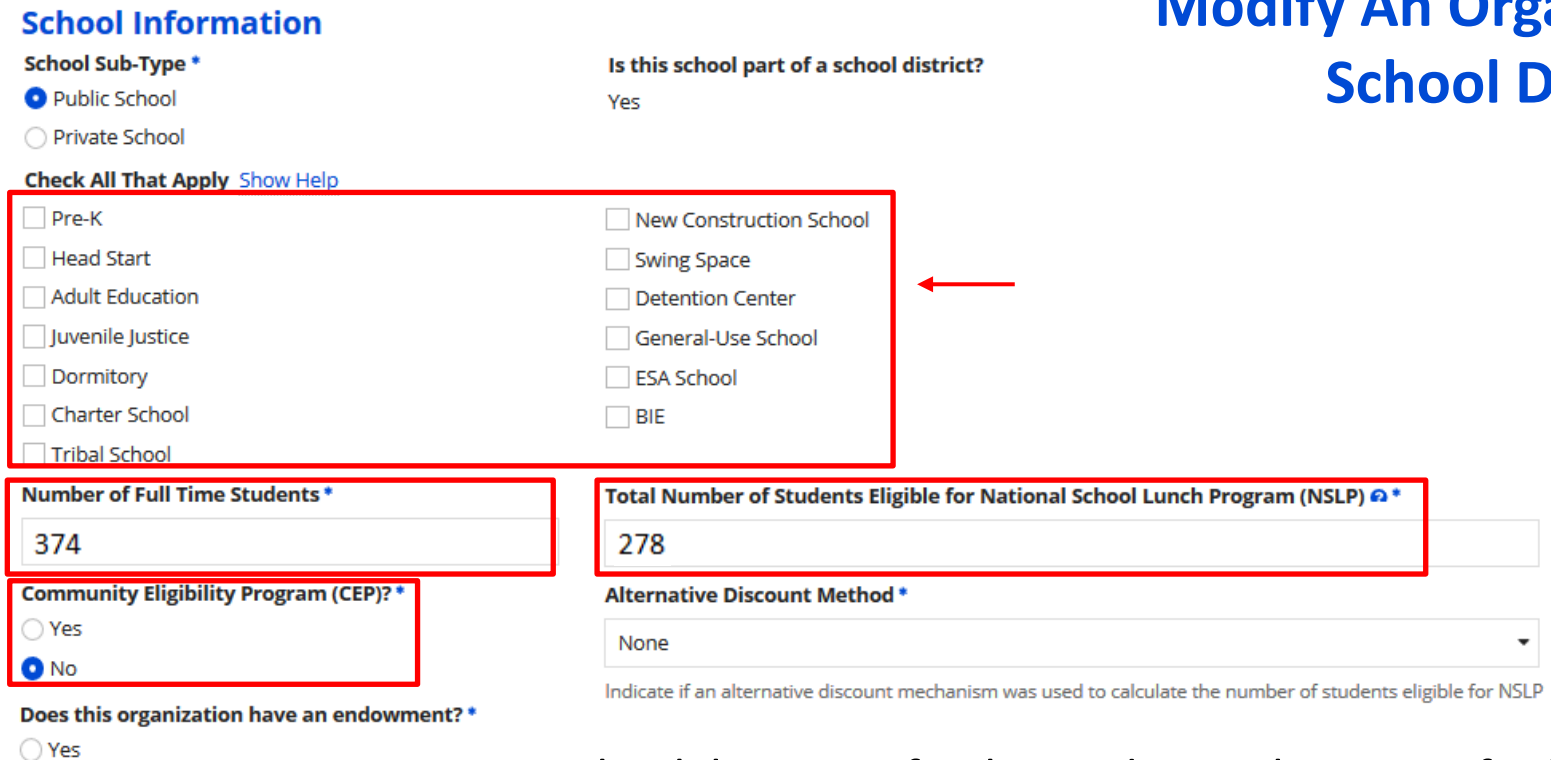


Modify An Organization - School Detail View



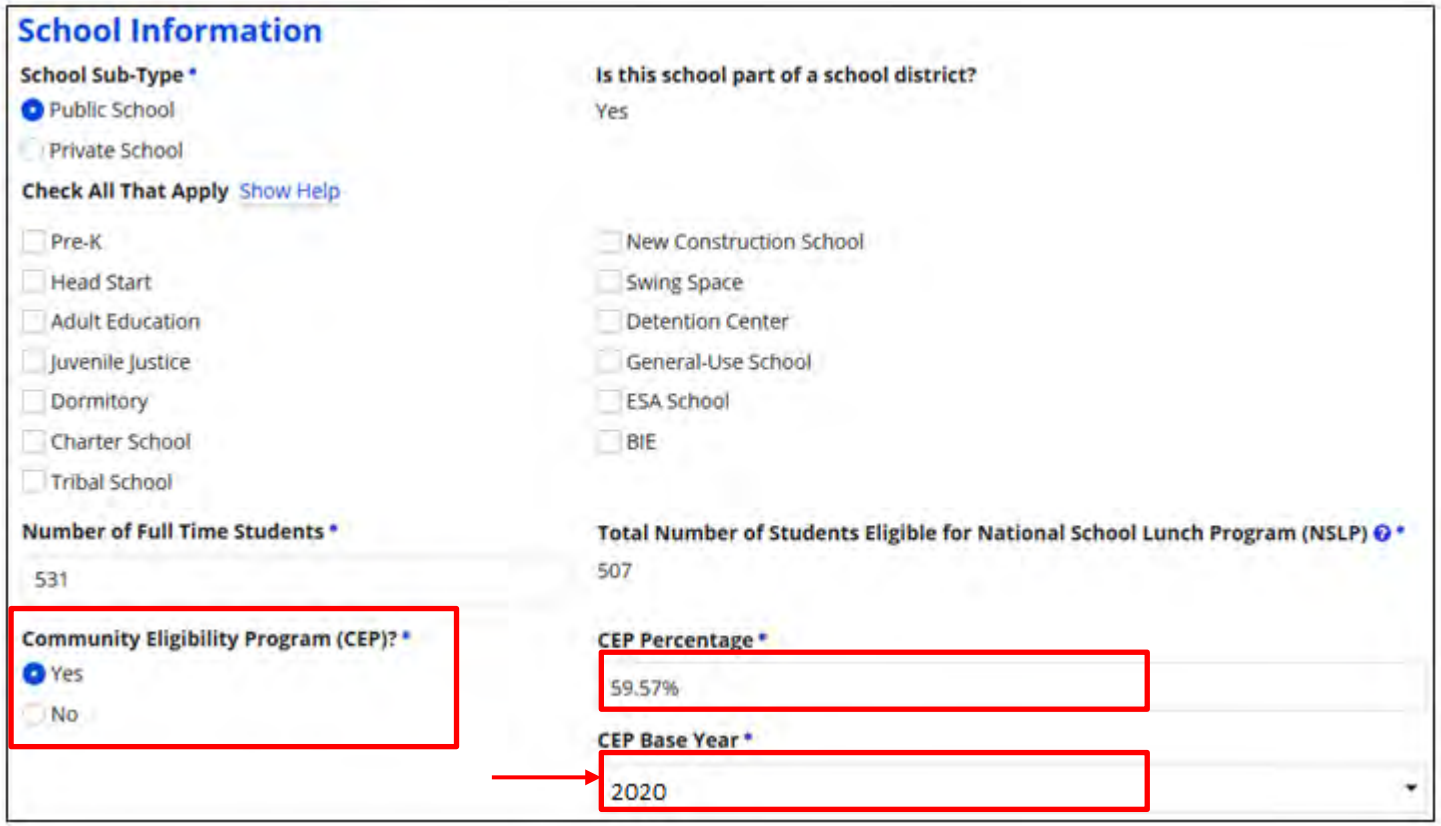
View after clicking on “Manage Organization”. You can correct building address if needed. This is also where you will update enrollment and NSLP counts per school.

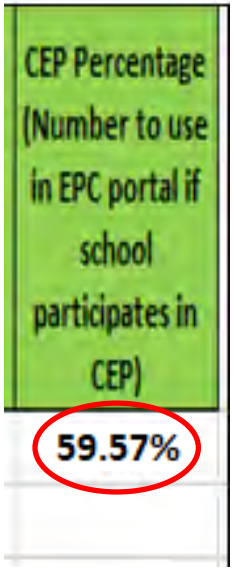
Modify An Organization - School Detail View



- Check boxes to further indicate the type of school if needed.
- Update/correct **Student** and **NSLP** counts.
- **If you are a school with only part-time students, count them as if they were full-time**
- In this example, the school is not participating in CEP, so “No’ is indicated.
- If not present, you may enter School and District IRN’s.

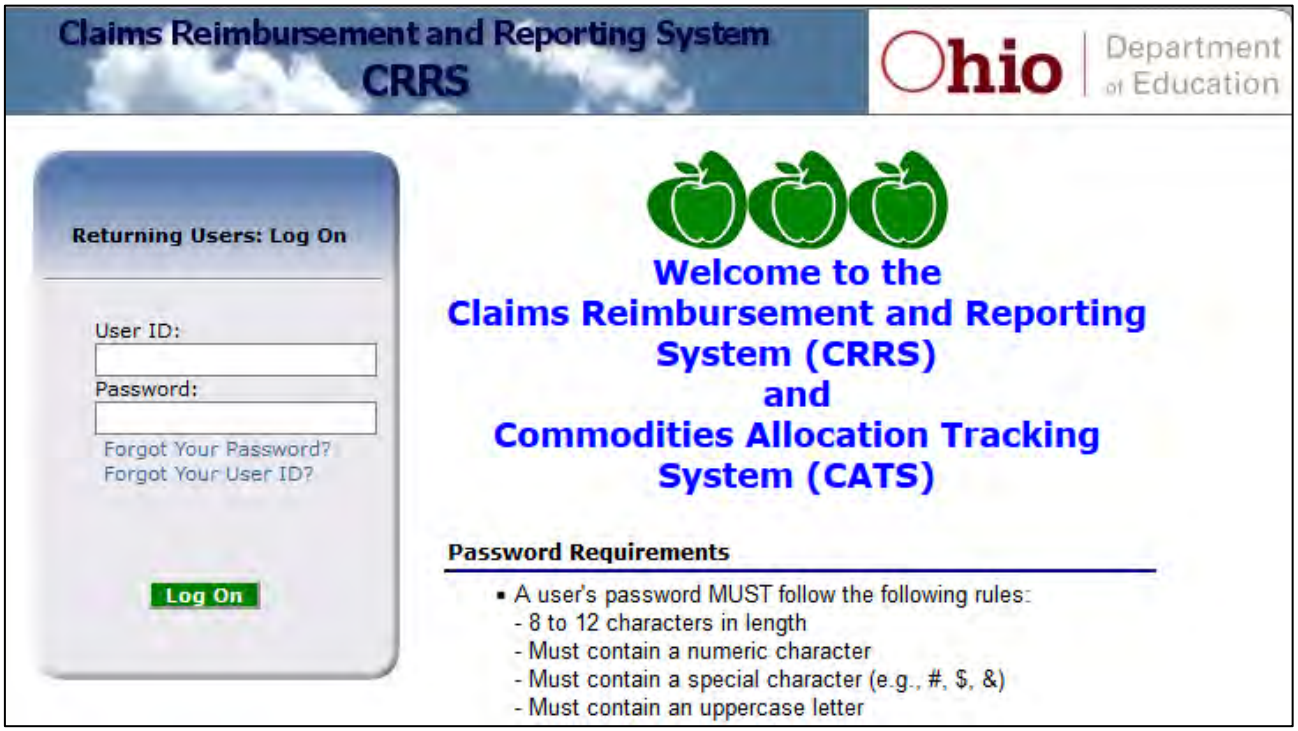
Modify An Organization - School Detail View w. CEP





- If participating in CEP, do not enter the NSLP count, the portal will calculate that for you.
- Select "Yes" for CEP and enter the "CEP Percentage", which will replace the "Alternative Discount Method" field. The percentage can be found in the MR-81 or CN-7 report.
  - If you used CEP last year, that information will be shown. Update if you needed.
- **We must provide the CEP Base Year**. If this has changed, be sure to update.

Modify An Organization - CEP Base Year Data

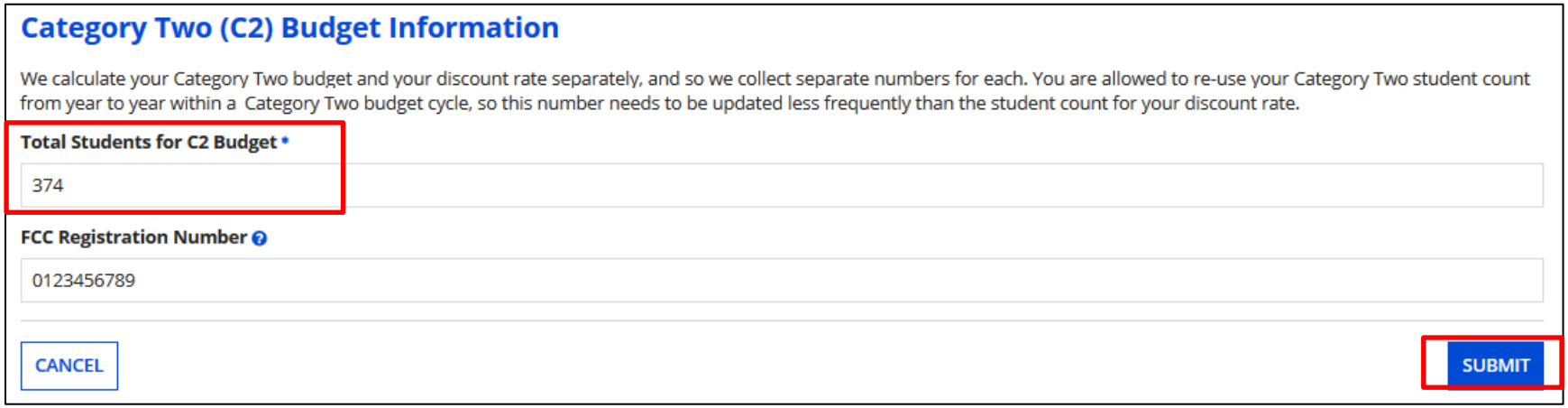


- The CEP base year is indicated in the schools CEP schedule that can be found in the school meals application packet in CRRS (**Claims Reimbursement and Reporting System)** on ODE's website
- Your cafeteria director will have access to this

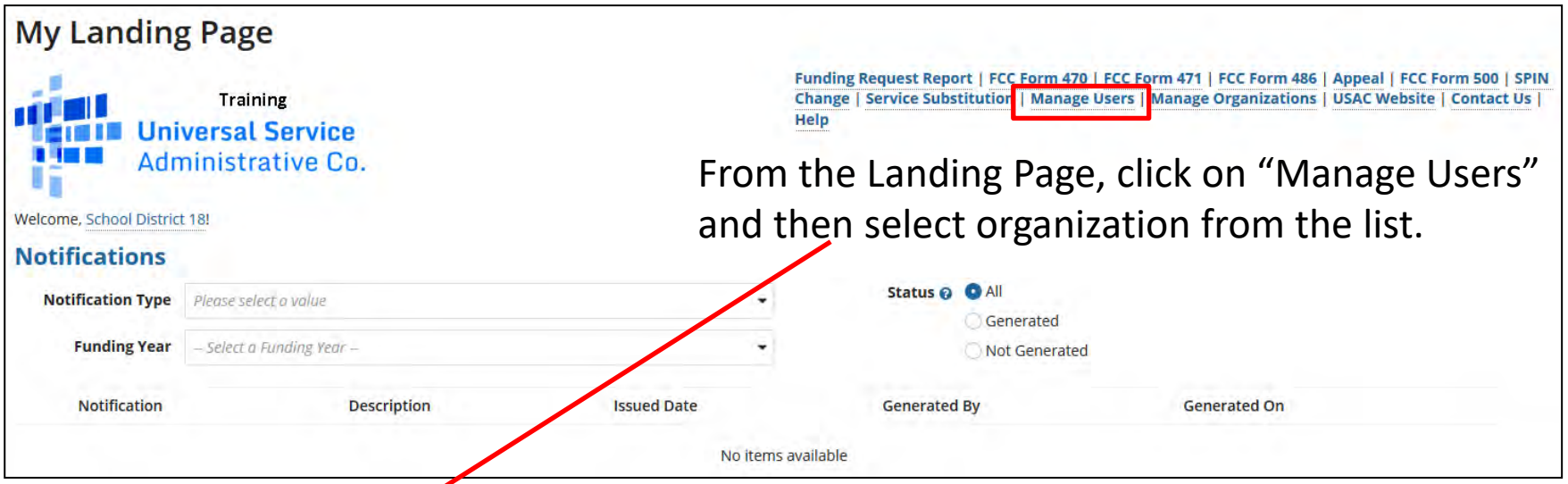
School Level – Category 2 Budget

At the bottom of the page, you'll see the field used to calculate your Cat 2 budget.

- The Cat 2 budget and the discount rate are calculated separately. You can re-use the Cat 2 count from year to year but can update it if your enrollment increases.
- Click on "Submit" and provide a nickname for the changes made (such as "ABC School FY2023 counts").

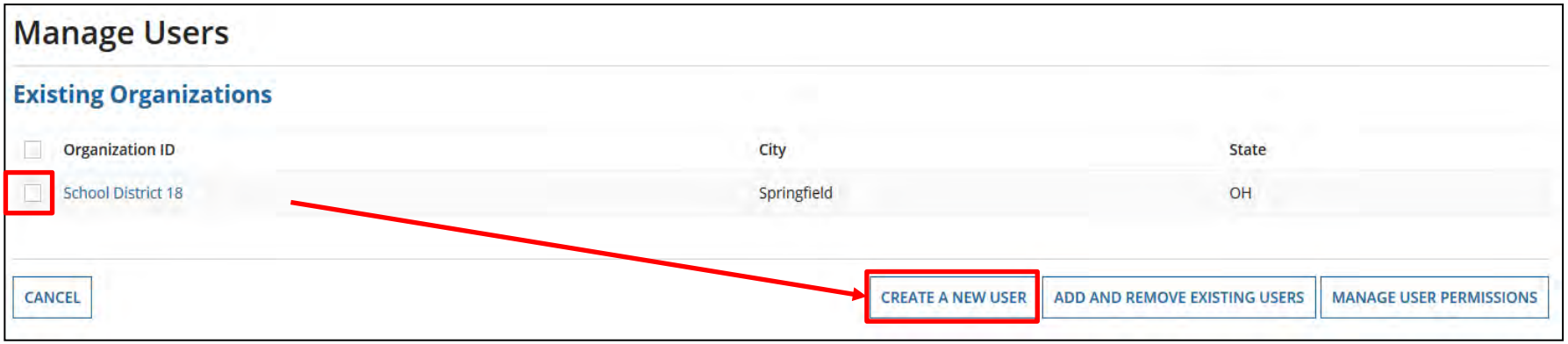


Creating New Users

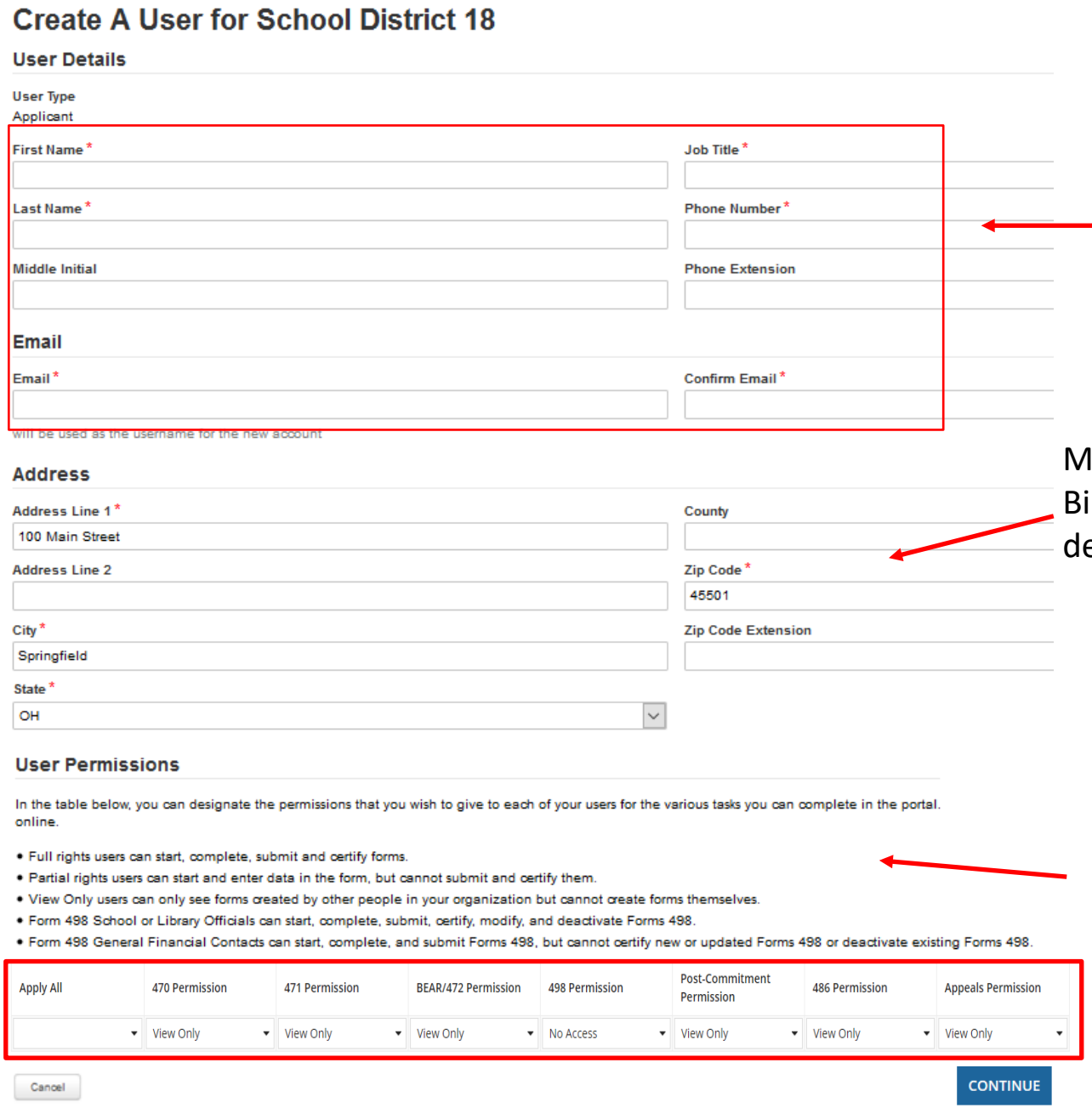


From the Landing Page, click on “Manage Users” and then select organization from the list.

Click on “Create New User”



Creating New User



Enter User Details

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

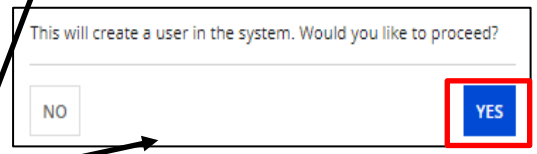
Select permissions for the new user, which are defined on the site.

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

When done, click on "Continue"

Confirm New User

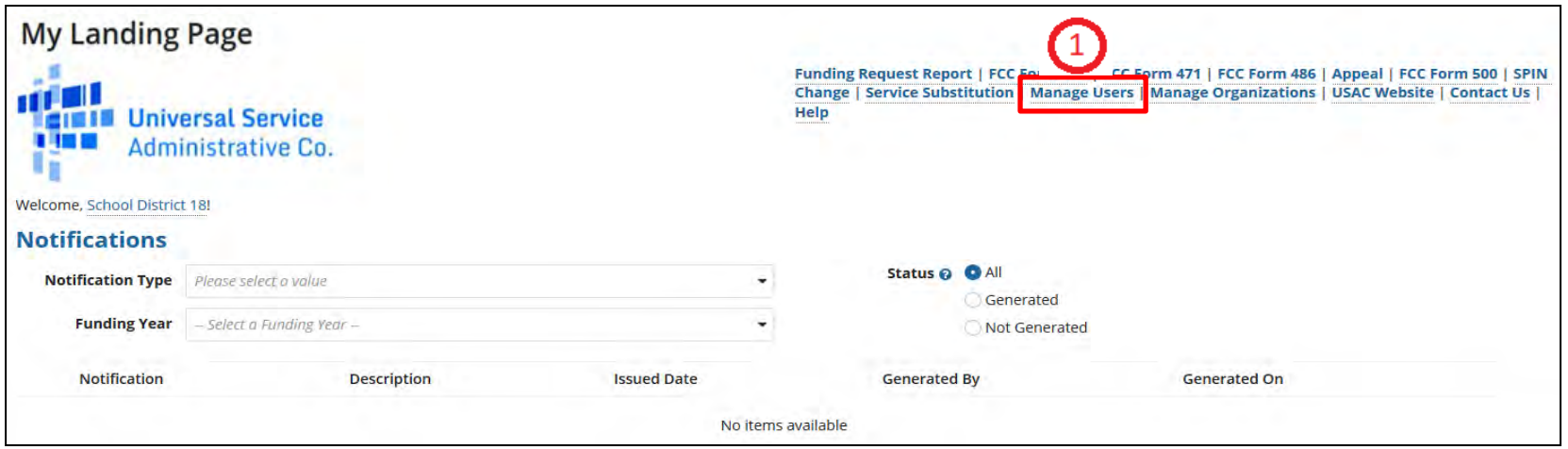
Confirm information and click on “Submit” and then “Yes” in the pop-up to proceed.

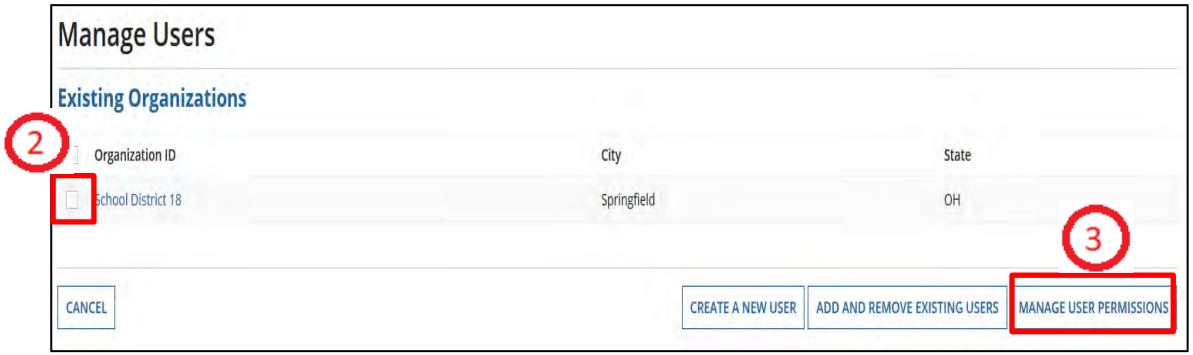


The new user will receive an email prompting them to sign into One Portal and create a password. They must accept the terms and conditions to complete the login.

Note: The user must complete these steps for them to show up under your organization.

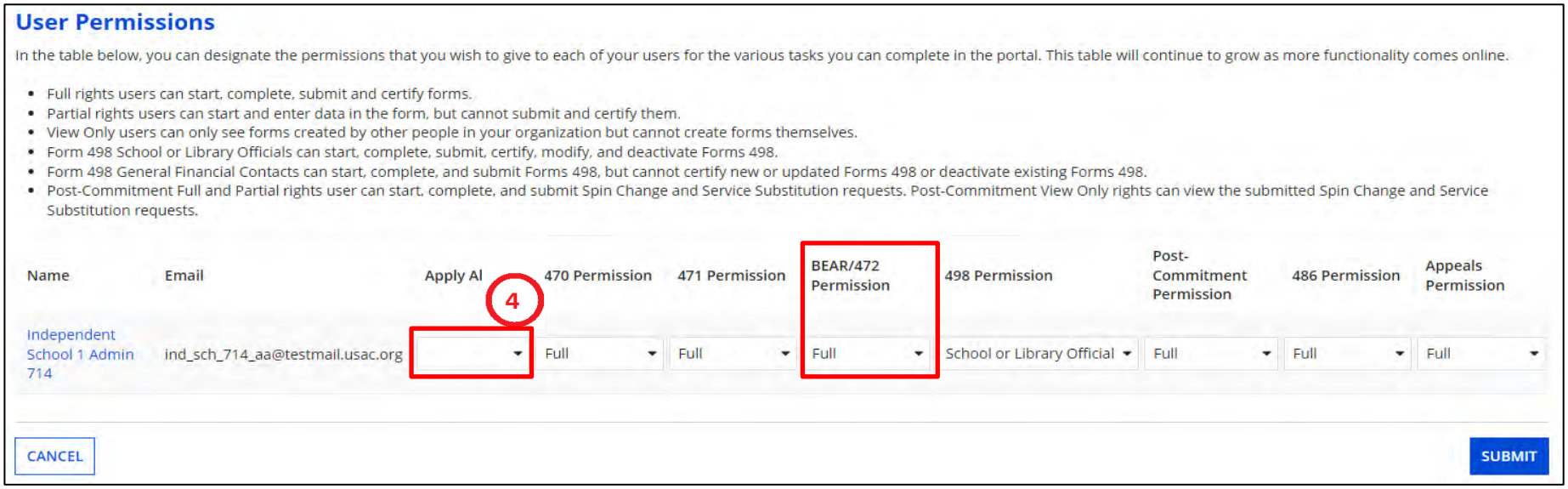
Manager User Permissions





1. From the Landing Page, click on “Manage Users”.
2. Select your organization from the list.
3. Click on “Manage User Permissions”.

Manager User Permissions



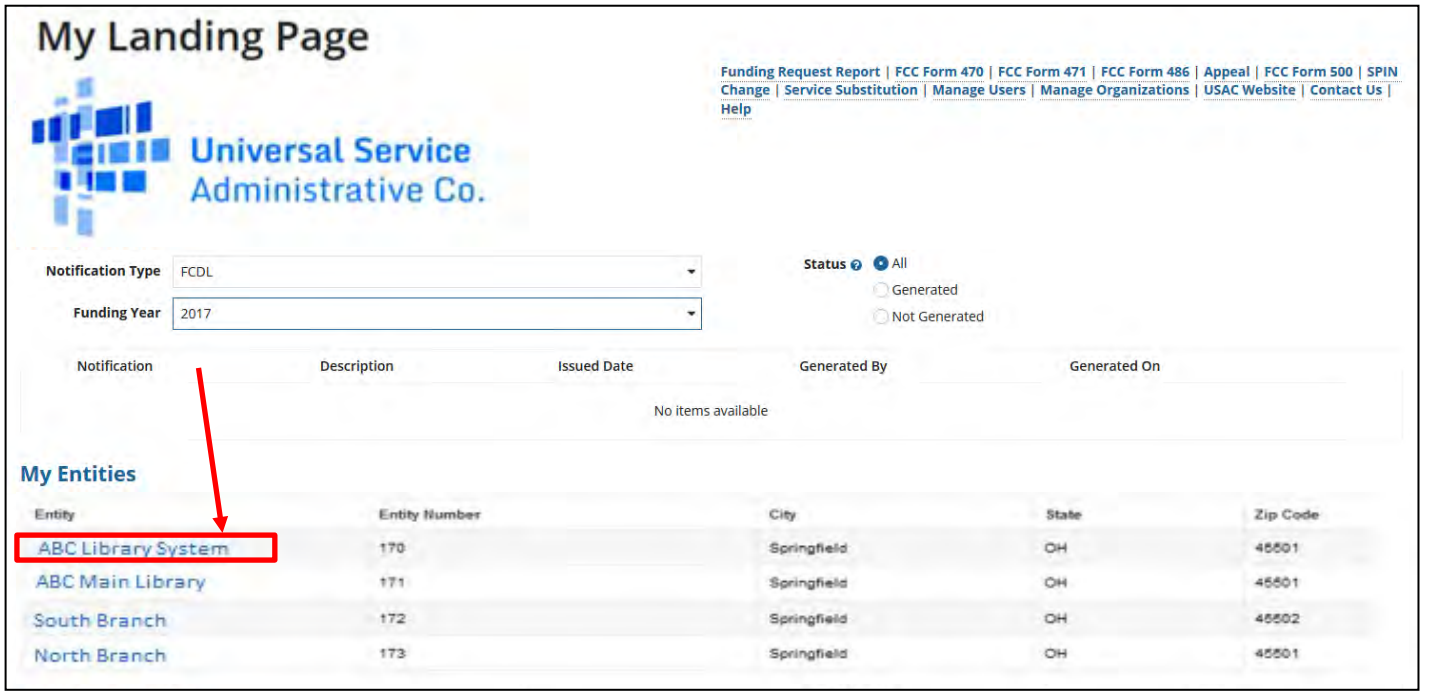
4. Click on the pull-down for each task to assign permissions or "Apply All". Click on "Submit".

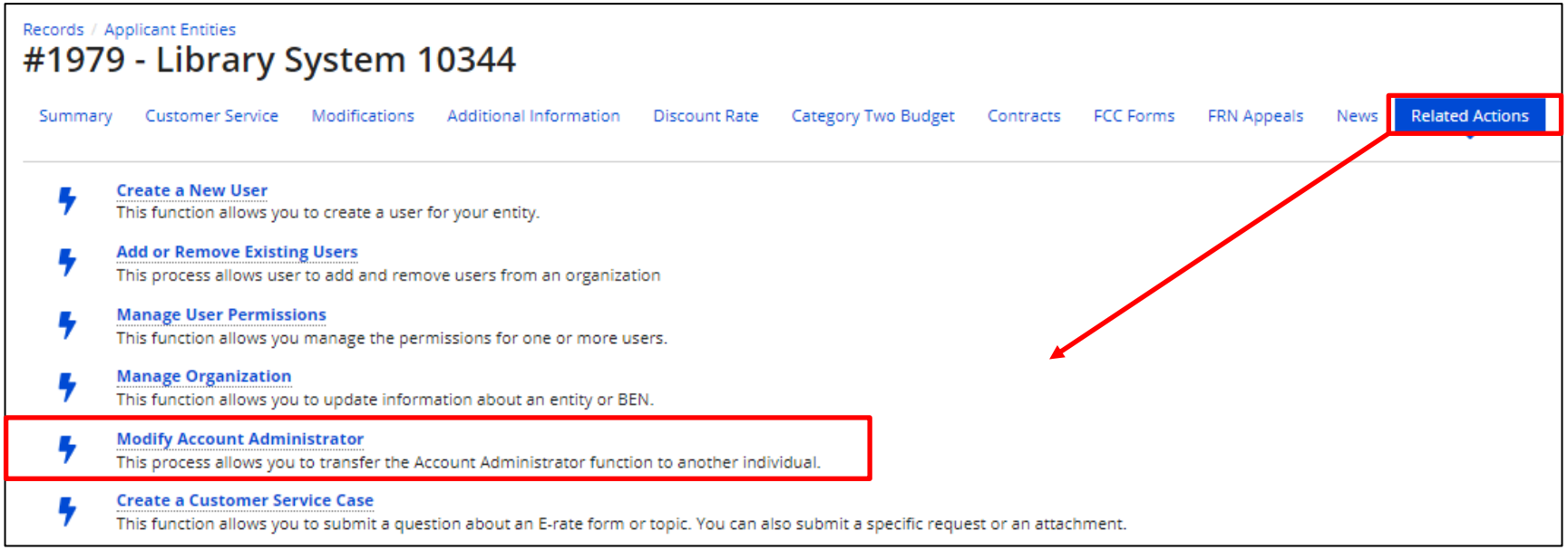
Note: USAC has added the BEAR Form 472 Permission column to the EPC Users page

- USAC *attempted* to migrate all existing BEAR-authorized users in order to continue to file in the new system
- If that didn't happen, or if someone wasn't migrated, the AA will have to manually provide authorization to EPC user(s) for their organization

Modify Account Administrator

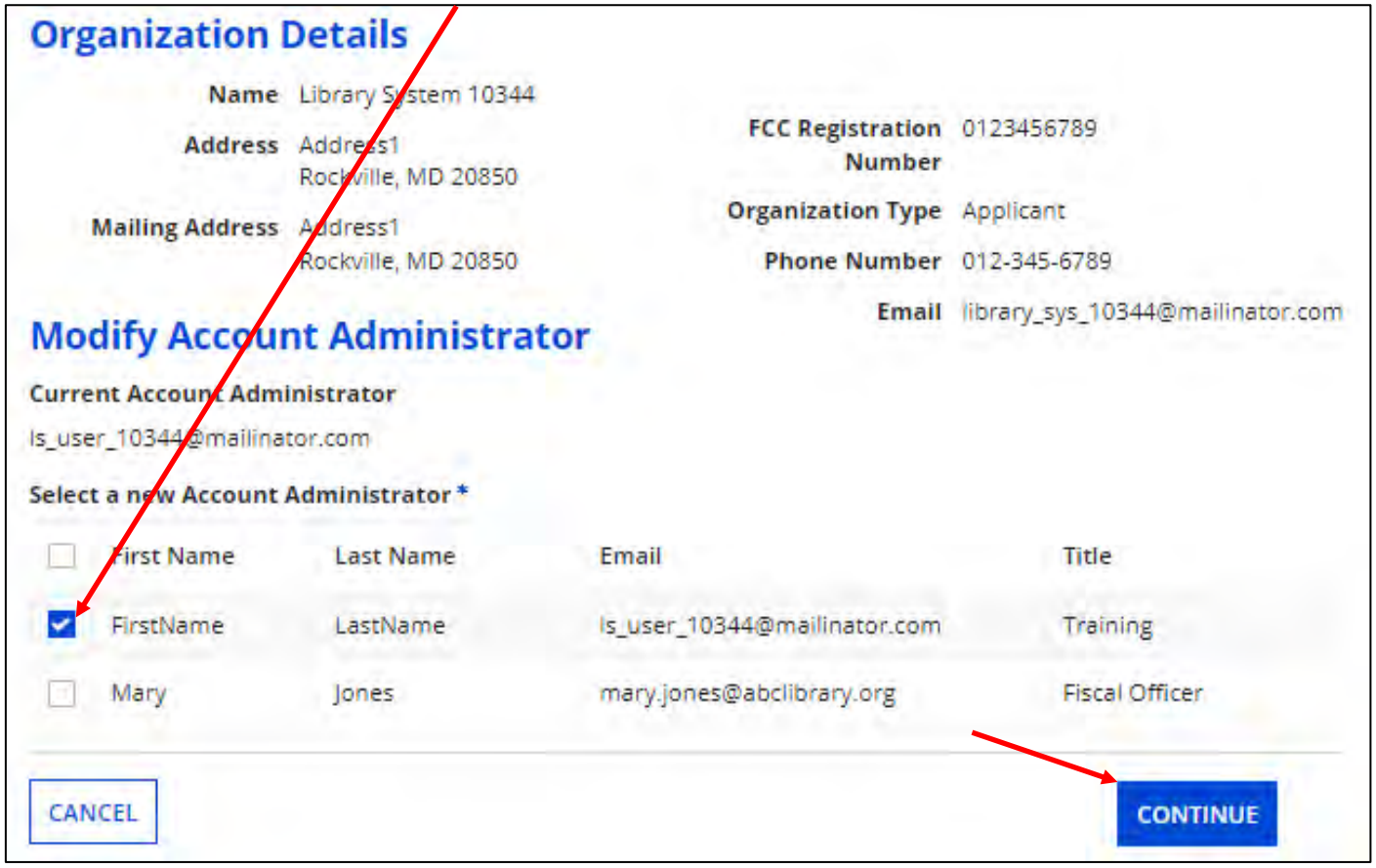
From your Landing Page, choose your Billed Entity organization, click on "Related Actions" and then Modify Account Administrator.





Modify Account Administrator

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



Questions?

Contact Information

E-Rate Support and Information

Lorrie Germann:
lorrie.germann@education.ohio.gov

www.ohio-k12.help/erate

Office: 740-223-2420
Cell: 740-253-1153

***If you need a certificate for this training, please send me an email**.