



2017-18 Filing Year E-Rate Planning Calendar

Applicant Name: _____

Completed by: _____

FOLLOW THE STEPS BELOW TO DETERMINE DUE DATES:

- Enter Fall Break, Thanksgiving Day, and any other day where you will not be working, enter winter break
- Enter Board Meeting Dates for November, December, January (optional)
- Choose date to be finished – last day before you leave for winter break or earlier
- Back up 14 days to allow time to make bid decisions
- Back up 29 days to determine when Form 470 has to post
- Back up 2 weeks from then to have your questionnaire and any RFP's to KSLLC ready to post
- Now you have your start date!

___/___ RFP Questionnaire completed via erate470.com

___/___ RFP & 470 POSTED - Competitive Bidding Period

___/___ Bidding Period Closed (min. 28 days after Form 470 certified)

___/___ **(Optional)** Board Meeting to approve bids/contracts

___/___ Bid Decisions mailed/emailed to KSLLC Account Manager

NOTES:

July, 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August, 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September, 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
19	26	27	28	29	30	

October, 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November, 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December, 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
19	26	27	28	29	30	31

January, 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February, 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

E-RATE Checklist 2017-18

Use this list as a timeline and to keep up with upcoming assignments and forms due to KSLLC.

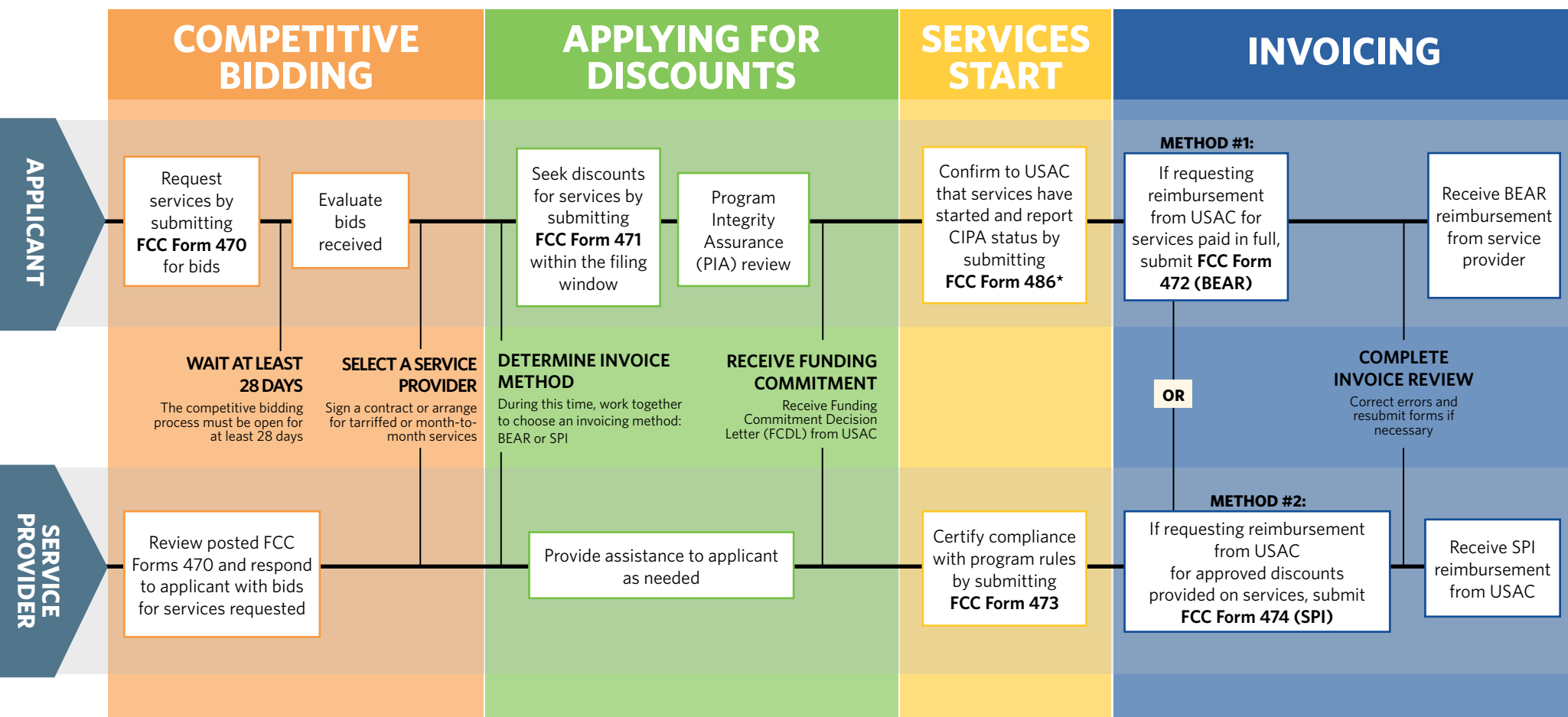
	ITEM	DUE DATE	COMPLETION DATE
	START OF 2017-2018 PROCESS		
<input type="checkbox"/>	KSLLC E-Rate Services Agreement, Scope of Work, Fee Schedule & Letters of Agency signed and returned.	July-August, 2016 Due No Later than August 31, 2016	
<input type="checkbox"/>	Last date for new clients to sign up for E-Rate consulting services with KSLLC.	December 1, 2016	
	CHILDREN'S INTERNET PROTECTION ACT (CIPA)		
<input type="checkbox"/>	CIPA Compliance-must discuss at public hearing or public board meeting any changes in Internet Acceptable Use policy and/or Internet filtering software. Must continue to educate minors about appropriate online behavior and document the training.	Must already be in compliance. Any changes require public notice – Board Meeting Qualifies	
<input type="checkbox"/>	Complete CIPA Certification Form & send Internet filter invoice and screen shot annually.	July-August, 2016	
	E-RATE TIMELINE		
<input type="checkbox"/>	Update USAC EPC (E-rate Productivity Center) account with any changes to users. Make sure your KSLLC Account Manager is a "full rights" user.	July-August, 2016	
<input type="checkbox"/>	Board authorization of Superintendent or other Administrator for E-Rate	July-August, 2016	
<input type="checkbox"/>	E-Rate Contact Form : Indicate main E-Rate contact, AP, Tech contact, USAC forms 470/471 certifier.	July-August, 2016	
<input type="checkbox"/>	Optional: Distribute Family Household Income Surveys - Record date surveys are received from each school site.	April-October, 2016	
<input type="checkbox"/>	RFP Questionnaire - Complete at erate470.com .	September 2016-January, 2017	
<input type="checkbox"/>	USAC Form 470: Request for Proposal - KSLLC will prepare and submit Forms 470 & post RFP on EPC Portal based in your completed RFP Questionnaire.	September-December, 2016	
<input type="checkbox"/>	Certify USAC Form 470 on EPC portal IMMEDIATELY once notified to begin minimum 28-day bidding period.	September 2016-January, 2017	
<input type="checkbox"/>	Minimum 28-Day Competitive Bidding Period: Respond to service provider questions - fair and open competitive bidding period - publicly on KSLLC Q&A Forum erate470.com . (No Contracts until 29 th day.)	September 2016-January, 2017	
<input type="checkbox"/>	Service Provider bids due - Bid due dates vary by posting date.	September, 2016-January, 2017	
<input type="checkbox"/>	Bid Decisions Due: Bid Evaluations & Signed Bids & Contracts - KSLLC will prepare your bid packet and email to you after bid closing. (Also uploaded to your KS Client Portal) Return completed bid selections, scoring sheets and signed Service Provider contracts within 14 days of receipt.	October 2016-January, 2017 As soon as you receive your packet, you need to ACT IMMEDIATELY to complete and return to your Account Manager	
<input type="checkbox"/>	Copies of Bills For Form 471 Application: SELECT BILLS FOR ALL ELIGIBLE RECURRING SERVICES-use the month most representative of charge. Upload to KS Client Portal	November 18, 2016	
<input type="checkbox"/>	Student Enrollment and # of Students Eligible for Free/Reduced Lunch Program as of Oct 1 - Copies of Reports submitted to your state dept. of education. Also NSLP Certification Form .	Due to KSLLC by 12/2/2016 or as soon as low income data is available.	

	ITEM	DUE DATE	COMPLETION DATE
<input type="checkbox"/>	Optional: Family Income Survey Results - Tally surveys and submit to KSLLC no later than 12/2/2016. The Survey <i>may</i> increase Low Income %.	December 2, 2016	
<input type="checkbox"/>	Form 471 prepared with supporting documentation on USAC EPC portal . KSLLC will notify you to review application and certify. Notify your Account Manager once 471 reviewed and certified.	January-March, 2017	
<input type="checkbox"/>	E-Rate Board Resolution - Present resolution to your board for approval. Return signed board resolution and copy of agenda & approved minutes when resolution was approved to your KSLLC Account Manager.	April-June, 2017	
<input type="checkbox"/>	Applicant copies of 2017-18 E-Rate Documents - KSLLC prepares a folder with copies of documentation related to your E-Rate filing. Sends set to applicant, uploads to KS Client Portal .	April-June, 2017	
<input type="checkbox"/>	471 Receipt Acknowledgement Letter - KSLLC reviews RALs and submits any required corrections to USAC	March-April, 2017	
<input type="checkbox"/>	SLD Review (Program Integrity Assurance-PIA) – KSLLC will work with USAC to answer all questions regarding your application.	March 2017 and ongoing until funded	
	POST FUNDING CORRESPONDENCE ON EPC		
<input type="checkbox"/>	Funding Commitment Decision Letter (FCDL)	May-September, 2017	
<input type="checkbox"/>	FCDL Follow up Report-Category 1 services (Telecom & Internet) - Return completed follow up report for recurring services to KSLLC ASAP so we can set up discounts and reimbursement process. (BEAR or SPI). Alert us of any necessary service substitutions & SPIN changes.	May-September, 2017	
<input type="checkbox"/>	FCDL Follow Up Report-Category 2 services (Internal Connections) - Return completed follow up report for internal connection, MIBS & Basic Mtc. Alert us of any necessary service substitutions & SPIN changes.	May-September, 2017	
<input type="checkbox"/>	Form 486 on EPC portal. - Receipt of Services Confirmation – Filed by KSLLC after FCDL Follow Up Report instructions received (above)	Filed by KSLLC	
<input type="checkbox"/>	Copies of bills for reimbursement for services paid in full Upload copies of bills to KS Client Portal portal.erate470.com. This includes monthly bills and one-time charges you paid in full. (FY 2016-17 bills) *Oct 2016: Send Jul-Sep 2016 Bills *April 2017: Send Jan-Mar 2017 Bills *Jan 2016: Send Oct-Dec 2016 Bills *July 2017: Send Apr-Jun 2017 Bills	INVOICING DEADLINE 10/28/2017	
<input type="checkbox"/>	Copies of Bills for REIMBURSEMENT - Category 2 - Internal Connections (FY 2016-17 bills) Not due until after funding and services installed. Send us COPIES of invoices when you pay in full and need us to file for reimbursement.	INVOICING DEADLINE 1/28/2018	
<input type="checkbox"/>	Form 472 - Billed Entity Applicant Reimbursement (BEAR) Form - KSLLC will send a copy for your files. Filed by KSLLC to request reimbursement for E-Rate discounts on services you paid in full.	FY 2016 -17 Invoicing Deadline 10/28/2016	
<input type="checkbox"/>	Form 500 - Filed by KSLLC to notify SLD of changes to your funding per your instructions: reductions, cancellations, contract expiration date extensions, equipment transfers and service delivery deadline extensions.	Filed by KSLLC	
	OPTIONAL ACTIONS		
<input type="checkbox"/>	SPIN Change - Corrective or Operational. If operational, must prove breach of contract or inability by original provider to complete the service AND can only change to 2nd provider on original bid evaluation. May be filed after FCDL issued.	Due by last date to invoice.	
<input type="checkbox"/>	Service Substitution Request - May be submitted if service/equipment will be different than originally funded. New service/equipment must have the same basic function as the original.	DEADLINE: June 30 of the relevant funding year for recurring services, and September 30 that follows the close of the funding year for non- recurring services	

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.



FOR MORE INFORMATION:

- Website: The application process is broken down in detail for both [applicants](#) and [service providers](#) on the Schools and Libraries Program website (www.usac.org/sl).
- [Glossary of Terms](#): Definitions for program terms and acronyms.
- *Consortium members report their CIPA status by submitting the [FCC Form 479](#) to their consortium leader. The consortium leader then files the FCC Form 486.
- To adjust funding commitments and/or modify the dates for receipt of services after the FCDL is issued, file the [FCC Form 500](#).



E-RATE QUICK REFERENCE GUIDE

DISCOUNT MATRIX:

Applicants use the discount matrix to determine the correct discount level for a school district or library system. To receive discounts on eligible services, an applicant must calculate the percentage discount that it (and the entities it represents) is eligible to receive.

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

FUNDING YEARS:

	Period	Program Year	KSLLC File
FY 2013	07/01/13-06/30/14	16	Green
FY 2014	07/01/14-06/30/15	17	Blue
FY 2015	07/01/15-06/30/16	18	Yellow
FY 2016	07/01/16-06/31/17	19	Red
FY 2017	07/01/17-06/30/18	20	Green
FY 2018	07/01/18-06/30/19	21	Blue
FY 2019	07/01/19-06/30/20	22	Yellow
FY 2020	07/01/20-06/30/21	23	Red
FY 2021	07/01/21-06/30/22	24	Green
FY 2022	07/01/22-6/30/23	25	Blue



Estimate of Demand (Post Discount) First Filing Period (2/3/16 - 5/26/16)

2016

Estimate as of **Thursday, May 26, 2016**

\$ = M	Category 1			Category 2				Total
	<u>Voice</u>	<u>Data Transmission and Internet Access</u>	<u>Total</u>	<u>Internal Connections</u>	<u>BMIC</u>	<u>MIBS</u>	<u>Total</u>	
Schools	\$ 34	\$ 250	\$ 284	\$ 39	\$ 7	\$ 4	\$ 50	\$ 334
School District	\$ 262	\$1,347	\$1,609	\$ 996	\$ 38	\$ 23	\$1,057	\$2,666
Consortium	\$ 6	\$ 92	\$ 98	\$ 7	\$ 1	\$.17	\$ 8	\$ 106
Libraries	\$ 5	\$ 54	\$ 59	\$ 8	\$ 1	\$ 1	\$ 10	\$ 69
Total	\$ 307	\$1,743	\$2,050	\$1,050	\$ 47	\$ 28	\$1,125	\$3,175

Notes:

These figures represent the total universe of requests received in the filing window. The estimate includes those requests for which the certifications were received and postmarked by the deadline. The total above may reflect some duplicate applications. These requests are as submitted by the applicants and not yet reviewed for compliance with program rules.

Fund Year: **2016**
 Apps Received: **42,755**
 FRNS: **132,760**
 Total Post Discount: **\$3,175,413,635**
 Deadline(Window Close): **5/26/2016 11:59:59 PM**

The 10% stratification details will be submitted as part of a follow-on submission after the second filing period.



Estimate of Total Demand (Post Discount) First and Second Filing Periods 2/3/16 – 7/21/16

2016

Estimate as of **Thursday May 26, 2016**

<u>\$ = M</u>	<u>FY2016 at Close of First Window</u>	<u>%</u>	<u>Estimated Second Window</u>	<u>Estimate of Total FY2016</u>
Category 1	\$2,050	64.6%	\$ 280	\$2,330
Category 2	\$1,125	35.4%	\$ 154	\$1,279
Total	\$3,175	100%	\$ 434	\$3,609

Notes:

These figures represent the estimated total universe of requests received in BOTH filing windows. The estimate includes those requests for which the certifications were received and postmarked by the deadline. The total above may reflect some duplicate applications. These requests are as submitted by the applicants and not yet reviewed for compliance with program rules.

Fund Year:	2016
Apps Received:	TBD
FRNS:	TBD
Estimate Total Post	
Discount:	\$3.609 billion
Deadline(Window Close):	7/21/2016 11:59:59 PM

The 10% stratification details will be submitted as part of a follow-on submission after the second filing period.



PUBLIC NOTICE

Federal Communications Commission
445 12th St., S.W.
Washington, D.C. 20554

News Media Information 202 / 418-0500
Internet: <https://www.fcc.gov>
TTY: 1-888-835-5322

DA 16-615

Released: June 3, 2016

WIRELINE COMPETITION BUREAU SEEKS COMMENT ON PROPOSED ELIGIBLE SERVICES LIST FOR THE E-RATE PROGRAM

WC Docket No. 13-184

Comment Date: July 5, 2016

Reply Comment Date: July 20, 2016

The Wireline Competition Bureau (Bureau) seeks comment on the attached proposed eligible services list (ESL) for the schools and libraries universal support mechanism (more commonly known as the E-rate program) for funding year 2017.¹ We invite stakeholders to comment on any aspect of the proposed ESL, and particularly welcome comments based on applicants' and other interested parties' experience with the ESLs for recent funding years. Below, we identify changes between the funding year 2016 ESL and the proposed funding year 2017 ESL, and seek comment on whether we should adopt or modify those changes:

- The proposed ESL revises the description of eligible dark fiber service under Category One to read “Leased Dark Fiber (including dark fiber indefeasible rights of use (IRUs) for a set term).” This revision is intended to further explain the distinction between leased dark fiber and self-provisioned fiber under E-rate program rules.² We seek comment on this proposed clarification.
- The proposed ESL deletes “special construction” from Note 2 under eligible Category One data transmission and Internet access services – thereby better reflecting the existing requirement that applicants that seek bids for either leased dark fiber or self-provisioned fiber also must seek and fully consider bids for leased lit fiber service, regardless of whether the funding request includes special construction.³

¹ See 47 CFR § 54.502 (detailing the procedures for seeking comment on a draft E-rate program ESL); Attachment, Draft Schools and Libraries Eligible Services List for Funding Year 2017.

² See *Modernizing the E-rate Program for Schools and Libraries, Connect America Fund*, WC Docket Nos. 13-184, 10-90, Second Report and Order and Order on Reconsideration, 29 FCC Rcd 15538, 15550, para. 31 (2014) (*Second E-rate Modernization Order*) (“Dark-fiber leases and other dark-fiber service agreements are commercial arrangements in which a broadband customer purchases use of a portion of a provider-owned and maintained fiber network separately from the service of lighting (*i.e.* transmitting information over) that fiber.”); *Schools and Libraries Universal Service Support Mechanism, A National Broadband Plan For Our Future*, CC Docket No. 02-6, GN Docket No. 09-51, Sixth Report and Order, 25 FCC Rcd 18762, 18772, para. 19 & n. 51 (2010) (“For purposes of the E-rate program, we will consider Indefeasible Rights of Use (IRU) purchase agreements as a lease of dark fiber.”).

³ *Second E-rate Modernization Order*, 29 FCC Rcd at 15553, 15557, paras. 39, 47-48.

- The proposed ESL (i) moves the section previously titled “Eligibility Explanations for Certain Category One Services” so that it appears after the description of Category Two supported services, and (ii) revises the section header to include Category Two services. The change to the description and location of this section reflects the fact that each of the three eligibility explanations in this section include a discussion of both Category One and Category Two services.
- In the section titled “Eligibility Explanations for Certain Category One and Category Two Services,” the proposed ESL includes a new explanation of how to classify connections between multiple buildings of a single school. The explanation distinguishes between connections among multiple buildings of a school that are located on a single campus and connections between multiple buildings of a single school that are located on separate campuses. It treats the former as Category Two connections and the latter as Category One connections, in accordance with E-rate program rules which treat Wide Area Network (WAN) connections as Category One services. The E-rate rule’s definition of WAN explicitly excludes “connections between or among instructional buildings of a single school campus or between or among non-administrative buildings of a single library branch.”⁴ The rules also specify that internal connections eligible for Category Two support are services “necessary to transport or distribute broadband within one or more instructional buildings of a single school campus or within one or more non-administrative buildings that comprise a single library branch.”⁵ Consistent with those definitions, the proposed explanation and definition of “campus” distinguishes between: (1) connections between instructional buildings on a single school campus that are Category Two internal connections; and (2) connections between instructional buildings of a single school that are on separate campuses and connections between different schools, both of which are considered part of a WAN. We seek comment on the proposed addition of the term campus to the ESL. We also seek comment on whether the ESL should provide the same clarity with respect to buildings that are part of the same library branch. If so, we invite commenters to recommend specific language for the ESL that would be helpful for the library community.
- Last year, the Bureau adopted several changes to the ESL to implement the new rules adopted by the Commission in the *Second E-rate Modernization Order* to expand the options available for purchasing affordable high-speed connectivity.⁶ These changes included new explanatory notes identifying Leased Lit Fiber, Dark Fiber, and Self-Provisioned Broadband Networks as eligible services, and explaining the competitive bidding requirements and eligible costs, including special construction, for high-speed broadband networks. We invite commenters to suggest modifications to make the ESL a more useful tool for applicants seeking funds for high-speed broadband networks.⁷

⁴ 47 CFR § 54.500.

⁵ *Id.*

⁶ See *Modernizing the E-rate Program for Schools and Libraries*, WC Docket No. 13-184, Order, 30 FCC Rcd 9923 (WCB 2015).

⁷ We remind commenters that the decisions made by the Commission in the E-rate Modernization Orders are not open for reconsideration here. Petitions for reconsideration are governed by 47 CFR § 1.429 and the time for seeking reconsideration of the E-rate Modernization Orders is long past. See *Modernizing the E-rate Program for Schools and Libraries*, WC Docket No. 13-184, Report and Order and Further Notice of Proposed Rulemaking, 29 FCC Rcd 8870 (2014) (*E-rate Modernization Order*); *Second E-rate Modernization Order*.

Pursuant to section 1.419 of the Commission's rules,⁸ interested parties may file comments on or before **July 5, 2016** and reply comments on or before **July 20, 2016**. All comments are to reference **WC Docket No. 13-184** and may be filed by paper or by using the Commission's Electronic Comment Filing System (ECFS).

- Electronic Filers: Comments may be filed electronically using the Internet by accessing the ECFS: <http://apps.fcc.gov/ecfs/>.
- Paper Filers: Parties who choose to file by paper must file an original and one copy of each filing.

Filings can be sent by hand or messenger delivery, by commercial overnight courier, or by first-class or overnight U.S. Postal Service mail. All filings must be addressed to the Commission's Secretary, Office of the Secretary, Federal Communications Commission.

- All hand-delivered or messenger-delivered paper filings for the Commission's Secretary must be delivered to FCC Headquarters at 445 12th St., SW, Room TW-A325, Washington, DC 20554. The filing hours are 8:00 a.m. to 7:00 p.m. All hand deliveries must be held together with rubber bands or fasteners. Any envelopes and boxes must be disposed of before entering the building.
- Commercial overnight mail (other than U.S. Postal Service Express Mail and Priority Mail) must be sent to 9300 East Hampton Drive, Capitol Heights, MD 20743.
- U.S. Postal Service first-class, Express, and Priority mail must be addressed to 445 12th Street, SW, Washington DC 20554.

In addition, we request that one copy of each pleading be sent to each of the following:

- (1) Charles Eberle, Telecommunications Access Policy Division, Wireline Competition Bureau, 445 12th Street, SW, Room 6-A365, Washington, DC 20554; e-mail: Charles.Eberle@fcc.gov;
- (2) Cara Voth, Telecommunications Access Policy Division, Wireline Competition Bureau, 445 12th Street, SW, Room 5-B530, Washington, DC 20554; e-mail: Cara.Voth@fcc.gov;
- (3) Charles Tyler, Telecommunications Access Policy Division, Wireline Competition Bureau, 445 12th Street, SW, Room 5-B521, Washington, DC 20554; e-mail: Charles.Tyler@fcc.gov.

People with Disabilities. To request materials in accessible formats for people with disabilities (braille, large print, electronic files, audio format), send an e-mail to fcc504@fcc.gov or call the Consumer & Governmental Affairs Bureau at 202-418-0530 (voice), 202-418-0432 (tty).

Availability of Documents. Comments, reply comments, and *ex parte* submissions will be publically available online via ECFS.⁹ These documents will also be available for public inspection during regular business hours in the FCC Reference Information Center, which is located in Room CY-A257 at FCC Headquarters, 445 12th Street, SW, Washington, DC 20554. The Reference Information Center is open to the public Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 11:30 a.m.

The proceeding this Notice initiates shall be treated as a "permit-but-disclose" proceeding in accordance with the Commission's *ex parte* rules.¹⁰ Persons making *ex parte* presentations must file a

⁸ 47 CFR § 1.419.

⁹ Documents will generally be available electronically in ASCII, Microsoft Word, and/or Adobe Acrobat.

¹⁰ 47 CFR §§ 1.1200 *et seq.*

copy of any written presentation or a memorandum summarizing any oral presentation within two business days after the presentation (unless a different deadline applicable to the Sunshine period applies). Persons making oral *ex parte* presentations are reminded that memoranda summarizing the presentation must (1) list all persons attending or otherwise participating in the meeting at which the *ex parte* presentation was made, and (2) summarize all data presented and arguments made during the presentation. If the presentation consisted in whole or in part of the presentation of data or arguments already reflected in the presenter's written comments, memoranda or other filings in the proceeding, the presenter may provide citations to such data or arguments in his or her prior comments, memoranda, or other filings (specifying the relevant page and/or paragraph numbers where such data or arguments can be found) in lieu of summarizing them in the memorandum. Documents shown or given to Commission staff during *ex parte* meetings are deemed to be written *ex parte* presentations and must be filed consistent with rule 1.1206(b). In proceedings governed by rule 1.49(f) or for which the Commission has made available a method of electronic filing, written *ex parte* presentations and memoranda summarizing oral *ex parte* presentations, and all attachments thereto, must be filed through the electronic comment filing system available for that proceeding, and must be filed in their native format (*e.g.*, .doc, .xml, .ppt, searchable .pdf). Participants in this proceeding should familiarize themselves with the Commission's *ex parte* rules.

For further information, please contact Charles Eberle or Cara Voth, Telecommunications Access Policy Division, Wireline Competition Bureau at (202) 418-7400 or TTY (202) 418-0484.

- FCC -

ATTACHMENT

Schools and Libraries Universal Service Support Mechanism – Eligible Services List

(WC Docket No. 13-184)

The Federal Communications Commission's (FCC's) rules provide that all services that are eligible to receive discounts under the Schools and Libraries Universal Service Support Mechanism (otherwise known as the E-rate program or E-rate) are listed in this Eligible Services List (ESL). The E-rate program is administered by the Universal Service Administrative Company (USAC). Eligible schools and libraries may seek E-rate support for eligible Category One telecommunications services, telecommunications, and Internet access and Category Two internal connections, basic maintenance, and managed internal broadband services as identified herein. 47 CFR §§ 54.5, 54.500, and 54.502(a).

Additional guidance from USAC about the E-rate application process and about eligible services, including a glossary of terms, is available at USAC's website at <http://www.usac.org/sl/>. The documents on USAC's website are not incorporated by reference into the ESL and do not bind the Commission. Thus, they will not be used to determine whether a service or product is eligible. Applicants and service providers are free to refer to those documents, but just for informal guidance. This ESL applies to funding requests for Funding Year 2017.

Category One

The first category of supported services, Category One, includes the services needed to support broadband connectivity to schools and libraries. Eligible Category One services are listed in the entries for data transmission services and Internet access and voice services. This category consists of the services that provide broadband to eligible locations including data links that connect multiple points, services used to connect eligible locations to the Internet, and services that provide basic conduit access to the Internet. With the exception of leased dark fiber and self-provisioned broadband networks, maintenance and technical support appropriate to maintain reliable operation are only eligible for support when provided as a component of these services. Voice services, as described below, are subject to a phase down of support that began in Funding Year (FY) 2015.

Data transmission services and Internet access

Digital transmission services and Internet access are eligible in Category One. These services include:

- Asynchronous Transfer Mode (ATM)
- Broadband over Power Lines
- Cable Modem
- Digital Subscriber Line (DSL)
- DS-1 (T-1), DS-3 (T-3), and Fractional T-1 or T-3
- Ethernet
- Integrated Services Digital Network (ISDN)
- Leased Lit Fiber
- Leased Dark Fiber (including dark fiber indefeasible rights (IRUs) for a set term)
- Self-Provisioned Broadband Network
- Frame Relay
- Multi-Protocol Label Switching (MPLS)
- OC-1, OC-3, OC-12, OC-n
- Satellite Service
- Switched Multimegabit Data Service
- Telephone dial-up
- Wireless services (e.g., microwave)

Notes: (1) E-rate support is available for leased lit fiber, leased dark fiber, and self-provisioned broadband networks as described in the *Second E-rate Modernization Order* (FCC 14-189). Eligible costs include monthly charges, special construction, installation and activation charges, modulating electronics and other equipment necessary to make a Category One broadband service functional (“Network Equipment”), and maintenance and operation charges. Network Equipment and maintenance and operation costs for existing networks are eligible. All equipment and services, including maintenance and operation, must be competitively bid.

(2) Applicants that seek bids for leased dark fiber or self-provisioned broadband networks must also seek bids for leased lit fiber service and fully consider all responsive bids.

(3) Applicants may seek special construction funding for the upfront, non-recurring costs for the deployment of new or upgraded facilities. The eligible components of special construction are construction of network facilities, design and engineering, and project management.

(4) Staff salaries and labor costs for personnel of the applicant or underlying beneficiary are not E-rate eligible.

Eligible voice services.

Eligible voice services are subject to an annual 20 percentage point phase down of E-rate support that began in FY 2015, as described in the *E-rate Modernization Order*. For FY 2017, the effective discount rate will be 60 percentage points less than other Category One services. The reduced discount rate for voice services will apply to all applicants and all costs for the provision of telephone services and circuit capacity dedicated to providing voice services including:

- Centrex
- Integrated Services Digital Network (ISDN)
- Interconnected voice over Internet protocol (VoIP)
- Local, long distance, and 800 (toll-free) service
- Plain old telephone service (POTS)
- Radio loop
- Satellite telephone service
- Shared telephone service (only the portion of the shared services relating to the eligible use and location may receive discounts)
- Wireless telephone service including cellular voice and excluding data and text messaging

Category Two

The second category of equipment and services eligible for E-rate support, Category Two, includes the internal connections needed for broadband connectivity within schools and libraries. Support is limited to the internal connections necessary to bring broadband into, and provide it throughout, schools and libraries. These are broadband connections used for educational purposes within, between, or among instructional buildings that comprise a school campus (as defined on p. 7 of the ESL) or library branch, and basic maintenance of these connections, as well as services that manage and operate owned or leased broadband internal connections (e.g., managed internal broadband services or managed Wi-Fi). Category Two support is subject to per-school or per-library budgets as set forth in the *E-rate Modernization Order* and *Second E-rate Modernization Order*. The eligible components and services in Category Two are:

Eligible Broadband Internal Connections

- Access points used in a local area network (LAN) or wireless local area network (WLAN) environment (such as wireless access points)
- Antennas, cabling, connectors, and related components used for internal broadband connections
- Caching
- Firewall services and components separate from basic firewall protection provided as a standard component of a vendor's Internet access service.
- Switches
- Routers
- Racks
- Uninterruptible Power Supply (UPS)/Battery Backup
- Wireless controller systems
- Software supporting the components on this list used to distribute high-speed broadband throughout school buildings and libraries

Notes: (1) Functionalities listed above that can be virtualized in the cloud, and equipment that combines eligible functionalities, like routing and switching, are also eligible.

(2) A manufacturer's multi-year warranty for a period up to three years that is provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component.

(3) Caching is defined as a method that stores recently accessed information. Caching stores information locally so that the information is accessible more quickly than if transmitted

across a network from a distance. A caching service or equipment that provides caching, including servers necessary for the provision of caching, is eligible for funding.

Eligible Managed Internal Broadband Services

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

Basic Maintenance of Eligible Broadband Internal Connections

E-rate support is available for basic maintenance and technical support appropriate to maintain reliable operation when provided for eligible broadband internal connections.

The following basic maintenance services are eligible:

- Repair and upkeep of eligible hardware
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Eligibility limitations for Category Two:

Eligibility limitations for managed internal broadband services - The equipment eligible for support as part of a managed internal broadband service may include only equipment listed as a broadband internal connections component above. Upfront charges that are part of a managed service contract are eligible for E-rate support except to the extent that the upfront charges are for any ineligible internal connections (e.g., servers other than those that are necessary to provide caching) which, if included in the contract, must be cost allocated out of any funding request.

Eligibility limitations for basic maintenance – Basic maintenance is eligible for support only if it is a component of a maintenance agreement or contract for eligible broadband internal connections. The agreement or contract must specifically identify the eligible internal connections covered, including product name, model number, and location. Support for basic maintenance will be paid for the actual work performed under the agreement or contract. Support for bug fixes, security patches, and technical support is not subject to this limitation. Basic maintenance does not include:

- Services that maintain ineligible equipment
- Upfront estimates that cover the full cost of every piece of eligible equipment
- Services that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment's ability to transport information
- Network management services, including 24-hour network monitoring
- On-site technical support (i.e., contractor duty station at the applicant site) unless applicants present sufficient evidence of cost-effectiveness
- Unbundled warranties

Eligibility explanations for certain Category One and Category Two services:

Internet access – Eligible Internet access may include features such as basic firewall protection, domain name service, and dynamic host configuration when these features are provided as a standard component of a vendor’s Internet access service. Firewall protection that is provided by a vendor other than the Internet access provider or priced out separately will be considered a Category Two internal connections component. Examples of items that are ineligible components of Internet access include applications, content, e-mail, and end-user devices and equipment such as computers, laptops, and tablets.

Wireless services and wireless Internet access – As clarified in the *Second E-rate Modernization Order*, data plans and air cards for mobile devices are eligible only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and libraries. Applicants should compare the cost of data plans or air cards for mobile devices to the total cost of all components necessary to deliver connectivity to the end user device, including the cost of Internet access and data transmission service to the school or library. Seeking support for data plans or air cards for mobile devices for use in a school or library with an existing broadband connection and wireless local area network implicates the E-rate program’s prohibition on requests for duplicative services.

Off-campus use, even if used for an educational purpose, is ineligible for support and must be cost allocated out of any funding request.

Managed internal broadband services, such as managed Wi-Fi, are eligible only for Category Two support.

Connections between buildings of a single school – The classification of connections between multiple buildings of a single school is determined by whether the buildings are located on the same campus. A “campus” is defined as the geographically contiguous grounds where the instructional buildings of a single eligible school are located. A single school may have multiple campuses if it has instructional buildings located on grounds that are not geographically contiguous. Different schools located on the same grounds do not comprise a single campus. The portion of the grounds occupied by the instructional buildings for each school is a campus for that school.

- Connections between buildings on different campuses of a single school are considered to be Category One digital transmission services.
- Connections between different schools with campuses located on the same property (e.g.,

an elementary school and middle school located on the same property) are considered to be Category One digital transmission services.

- Connections between buildings of a single school on the same campus are considered to be Category Two internal connections.

Miscellaneous

As described below, various miscellaneous services associated with Category One or Category Two are eligible for support. Applicants should request eligible miscellaneous services in the same category as the associated service being obtained or installed.

Fees

Fees and charges that are a necessary component of an eligible product or service are eligible including:

- Change fees
- Contingency fees are eligible if they are reasonable and a regular business practice of the service provider. Contingency fees will be reimbursed only if the work is performed.
- Freight assurance fees
- Lease or rental fees on eligible equipment
- Per diem and/or travel time costs are eligible only if a contract with a vendor for the eligible product or services specifically provides for these costs
- Shipping charges
- Taxes, surcharges, and other similar, reasonable charges incurred in obtaining an eligible product or service are eligible. This includes customer charges for universal service fees, but does not include additional charges for universal service administration.

Installation, activation, and initial configuration

Installation, activation, and initial configuration of eligible components are eligible. These services may include:

- Design and engineering costs if these services are provided as an integral component of the installation of the relevant services
- Project management costs if these services are provided as an integral component of the installation of the relevant services
- On-site training is eligible as a part of installation services but only if it is basic instruction on the use of eligible equipment, directly associated with equipment installation, and is part of the contract or agreement for the equipment. Training must occur coincidentally or within a reasonable time after installation.

EPC Glossary of Terms R1.2

Term	Definition
Account Administrator	An EPC user who can manage users, permissions, and related entities for an organization such as a school, library, service provider, consortium, or consulting firm
Add or remove existing user	This process allows a user to add or remove an existing user to an organization, including adding a consultant as a user for an applicant entity
Annex	An annex is a classroom or facility that is part of a school or library which is geographically separate but maintained through the same entity and considered part of that entity by the state
Applicant Entity	A school or library, school district, library system, or consortium in the EPC system
Breadcrumbs	A list – usually presented horizontally at the top of a web page – that shows the user the path taken to arrive at the current page and how to return to a previous or higher-level page
Case	In EPC, a case is a customer service case, also known as an applicant question. If an applicant uses the Contact Us or Ask a Question features in EPC, a case will be created
Contact Us	The contact us button allows you to open a customer service case
Create FCC Form 470	This function allows you to create an FCC Form 470 for your entity
Create FCC Form 471	This function allows you to create an FCC Form 471 for your entity
Create FCC Form 498	This function allows you to create an FCC Form 498 for your entity
Create a Customer Service Case	This function allows you to submit a question about a form or topic, you can also submit a specific request and include an attachment
Create a New User	You can create a new user by adding phone, name, title and email information. The address for the user defaults to the address for the organization but you can modify it if necessary
E-rate Productivity Center (EPC)	EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program use this tool to manage program processes and to submit questions
[Form Buttons]	<p>Save and Continue - allows you to save your work thus far and continue to the next page of the form</p> <p>Discard Form - allows you to cancel the form</p> <p>Back - allows you to go back to the previous page of the form</p> <p>Add FRN - enter key information that describes your funding request</p> <p>Manage FRN Line Items – enter additional key information including cost describing your funding request</p> <p>Pricing Confidentiality – You are asked to identify any pricing confidentiality restrictions - Is there a statute, rule or other restriction which prohibits publication of the specific pricing information for this contract</p> <p>Category of Service:</p> <ul style="list-style-type: none"> Category 1 – Voice, Data Transmission and/or Internet Access Category 2 – Basic Maintenance of Internal Connections, Internal Connections, Managed Internal Broadband Services
Help	The help button links you to the EPC knowledge base center

EPC Glossary of Terms R1.2

Term	Definition
Knowledge Base Center	This area provides help documents and user guides for EPC users
[Left Hand Side Navigation]	<p>Depending on the form or specific EPC screen you are in, you will see the following left hand side navigation functions as options:</p> <p>Summary - this item contains information about the form or action in EPC you are working on</p> <p>News – the news feed provides you with statuses, notifications and next steps</p> <p>Related Actions - this provides you an option or another function related to what you are working on</p> <p>Funding Requests – this provides you an option to view or edit the funding requests you created</p> <p>Connectivity Information – this screen shows you a list of your schools or libraries and the answers to the connectivity questions you provided in your profile</p> <p>Entity Information – a list of the entities that are part of your organization (BEN)</p> <p>Eligible Entities - school or library entities that can receive discounted service</p> <p>Generated Documents – documents associated with an FCC Form 470 or 471 including original and current versions of a form</p> <p>Additional Information - menu item to display related entities including consortium members, consulting firms, and other entities (e.g. schools, school district)</p> <p>Discount Rate – this screen shows information about student and NSLP counts or library information and provides you with your Category 1, Category 2 and Voice discount rates.</p> <p>Contracts – this shows you the contracts you have associated with your organization</p> <p>Consortia Organizations – a list of the organizations that are part of your consortium</p> <p>Consulting Firms - consulting firms that are related to your entity –your account administrator can add consultants to your organization if they are existing users in EPC</p> <p>Modifications – this provides a list of modifications you have made or are making to a specific form or action</p> <p>FCC Forms – program forms that you must complete and submit as required under program rules as part of the application process</p>
Manage Annexes	This function allows you to add or remove an annex for an individual school or library
Manage Connectivity Questions	A mechanism for schools, libraries, school districts, and library systems to answer required connectivity questions before filing an FCC Form 471
Manage Organizations	This function allows you to update information about an entity or a BEN
Manage Organization Relationships	This is a process to relate an organization to your organization
Manage General Contact	This function allows you to designate the general contact for your entity – this information is required if you will be filing an FCC Form 498
Manage Users	This action allows you to create, modify, add or remove users to your organization and assign them user permissions. (Examples include

EPC Glossary of Terms R1.2

Term	Definition
	Modify Account Administrator and Manage General Contact)
Manage User Permissions	This process allows you to assign appropriate user permissions (rights) to each user in your organization.
Modify Account Administrator	This process allows you to transfer the account administrator function to another individual
My Landing Page	My landing page provides you with a specific list of your entities, FCC Forms, customer service cases and tasks assigned to you. It also includes several links to important information including reports, forms and USAC's website to locate additional information
Organization	An entity in EPC, such as a school, library, school district, library system, consortium, service provider, or consulting firm, that has users and participates in the E-rate Program
Rights (permissions)	<p>Access granted by the account administrator so users can view, create, and certify FCC Forms and edit organization information. There are three general types of rights, which can be general for all forms and actions or specifically assigned at a program form level :</p> <p>Full rights – A user with full rights can file and certify program forms and update organization information</p> <p>Partial rights – A user with full rights can file but not certify program forms and update organization information</p> <p>View-only rights – A user with view-only rights can view program forms and organization information but cannot change or modify anything</p>
[Tabs/Main Menu Items]	<p>There are five tabs at the top of each screen in EPC. Their names and functions are as follows:</p> <p>News – Organization users can post news items under the News tab. USAC also uses this tab to push out notifications, including letters that were formerly printed and mailed, application review questions, and other notifications.</p> <p>Tasks – These are actions that someone in the organization must take, such as completing a form, certifying a form, responding to a customer service case or answering application review questions.</p> <p>Records – Records are lists of organizations and documents in the system. You can use records to search for applicants, service providers, consultants, and certified program forms.</p> <p>Reports – Reports currently only show the landing page, but will eventually include reports of interest to the users in an organization.</p> <p>Actions – Actions are general actions a user can initiate, such as opening a customer service case and searching for certified forms.</p>
Upload Entity Profile Data	This function allows a school district to upload certain profile information for its child schools in bulk
User Profile	A user profile is a customizable collection of information in EPC specific to a user and includes contact information and the user's primary organization.

The Term	Our Definition
E-rate Program	The common term used in place of the Schools and Libraries Program. The E-rate Program provides discounts to schools and libraries for eligible products and services.
funding year (FY)	The funding year is a time during which program support is being provided. The FY begins July 1 and ends June 30 of the following calendar year.
News Brief	A weekly newsletter that provides up-to-date program information, including important dates, tips regarding the application process, and other breaking news.
Schools and Libraries Program (SL)	One of the four universal service programs administered by USAC.
universal service	Universal service is the principle that all Americans should have access to communications services. Universal service is also the name of a fund and the category of FCC programs and policies to implement this principle.
universal service fund (USF)	Money collected from telecommunications companies and dedicated to fulfilling the goals of universal service. Under the authority of the 1996 Telecom Act, the FCC created the USF as well as the Universal Service Administrative Company (USAC), the organization charged with administering universal service. Companies make contributions to universal service based on revenues from providing international and interstate telecommunications services.
Tools and Systems	
Data Retrieval Tool (DRT)	A web-based USAC tool used to access information related to applications, funding commitments, and disbursements.
e-certification (E-Cert)	Process that allows applicants to certify and submit forms online, eliminating the need for a paper form with an original signature.
E-File	USAC's online forms submission tool, available at https://forms.universalservice.org .
E-rate Productivity Center (EPC)	EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program use this tool to manage program processes and to submit questions.
Federal Acts, Orders, and Notices	
Children's Internet Protection Act (CIPA)	A law that mandates certain Internet safety policy and filtering requirements for recipients of E-rate Program discounts for services other than telecommunications services.
E-rate Modernization Order	The FCC Report and Order that modernized the E-rate Program and focused on high-speed broadband connectivity to schools and libraries (FCC 14-99).
Lowest Corresponding Price (LCP)	The lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-rate Program applicant (school, library, or consortium) for similar services.
Library Services and Technology Act (LSTA)	The LTSA, 20 U.S.C. Section 9121 et seq., (1996) provides the statutory definition of a library.
No Child Left Behind Act	The No Child Left Behind Act, 20 U.S.C. Section 7801 et seq., provides the statutory definition of elementary and secondary schools.
Notice of Proposed Rulemaking (NPRM)	An announcement issued by the FCC to detail proposed changes to FCC rules and policies and seek public comment on the changes.
Public Notice (PN)	A notice issued by the FCC to notify the public of an action taken, a change made, or an upcoming event.
Roles Within and Around the Program	
498 Company Officer	The officer of a service provider company who is authorized to certify that data set forth in the FCC Form 498 is true, accurate, and complete. The 498 Company Officer would typically be president, vice president of operations, vice president of finance, comptroller, treasurer, or a comparable position.
499 Company Officer	A person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president for operations, vice president for finance, comptroller, treasurer, or a comparable position.
Account Administrator	An EPC user who can manage users, permissions, and related entities for an organization such as a school, library, service provider, or consulting firm.
Administrative Authority	The relevant authority with responsibility for administration of the eligible school or library who must certify the status of the entity's compliance with the Children's Internet Protection Act (CIPA) in order to receive universal service support.
applicant	The entity applying for universal service support. In the Schools and Libraries Program the entity is a school, library, consortium, or other eligible entity that files program forms.
Billed Entity	The entity that receives the bill and pays for the supported service. A Billed Entity may be different from the physical location being supported.
Board of Directors	USAC Board of Directors
Client Service Bureau (CSB)	A helpline available to assist applicants and service providers. You can call CSB toll free at (888) 203-8100.
Commission	The short name for the Federal Communications Commission (FCC). See "FCC."
common carrier	An organization recognized by a regulatory authority (such as a state public utility commission) to provide telecommunications services to all requesting parties, or an organization that holds itself out to provide such services generally to the public for a fee.
consortium	A consortium (plural consortia) is a group of entities that apply together for funding.
consultant	A company or individual (non-employee of the entity) selected to perform certain activities related to the application process on behalf of the applicant or service provider for a fee. A Letter of Agency (LOA) or consultant agreement must be in place before the consultant undertakes these activities.
contributor	A company that, based on the revenue reported on the FCC Forms 499-A/Q, is required to pay contributions directly to the universal service fund.
delegated users	The employee(s) of a service provider company authorized to enter and modify company information on FCC Forms 498 and 499 through the E-File application.

Educational Service Agency (ESA)	A regional public multi-service agency authorized by state statute to develop, manage, and provide services or programs to its component school districts. In some states, ESAs are called Educational Service Units (ESUs), Local Educational Agencies (LEAs), Board of Cooperative Educational Services (BOCES), or other similar designations.
eligible entity	An entity that meets the requirements for eligibility to participate in the program.
FCC Form 498 Company Officer	See "498 Company Officer."
FCC Form 498 delegated users	See "delegated users."
FCC Form 498 General Contact	See "General Contact."
Federal Communications Commission (FCC)	The U.S. government agency that regulates interstate and international communications and oversees the universal service fund.
General Accounting Office (GAO)	An agency that studies and reports on the programs and expenditures of the federal government. It studies how the federal government spends taxpayer dollars, evaluates federal programs, audits expenditures and issues legal opinions.
General Contact	The employee of a service provider company who filled out the FCC Form 498.
General Financial Contact	A person who is authorized by the applicant to retrieve the FCC Form 498 information and obtain access to EPC. They are able to complete but not certify updates to the FCC Form 498.
Head Start	A comprehensive child development program that serves preschool-age children and their families. Head Start facilities in some states are eligible for E-rate Program funding.
Internet service provider (ISP)	A company that provides Internet access service (also referred to as a service provider).
Office of Management and Budget (OMB)	Part of the Executive Office of the President, OMB reviews and approves FCC forms that are used by universal service contributors and universal service program participants, contributors and service providers.
Preparer	The employee of company that filed an FCC Form 499-A/Q.
School or Library Official	A person who occupies a position of authority for the applicant (typically a superintendent, assistant superintendent, principal, assistant principal, library director, assistant library director, county administrator, district administrator, or state education department or state library lead). Must be authorized to certify that the information provided in the FCC Form 498 is true, accurate, and complete. This role cannot be assigned to a consultant.
service provider	A company that participates in the Schools and Libraries Program and provides telecommunications or Internet services, equipment, hardware, or software.
telecommunications carrier	Common carrier, as defined by the FCC, is an entity that provides telecommunications service including interexchange carriers, wireless carriers, and competitive local exchange carriers (also referred to as service provider)s.
Universal Service Administrative Company (USAC)	An independent, not-for-profit corporation created by the FCC in 1997 to administer the four universal service programs which help provide communities across the country with access to affordable telecommunications services.
Terms to Know Before Applying	
BEN	See "Billed Entity Number."
Billed Entity Number (BEN)	A unique number assigned by USAC to each billed entity (school, library, or consortium) that pays for services.
Consultant Registration Number (CRN)	A unique eight-digit identification number assigned by USAC to consultants.
CORES ID	A 10-digit number that the FCC assigns to a business or individual that registers with the FCC. It is associated with an entity's Taxpayer Identification Number (TIN) and is required before filing FCC Forms 499-A/Q.
FCC Registration Number (FCC RN)	See "CORES ID."
FSCS codes	An identifying code for public libraries issued by the Federal-State Cooperative System (FSCS), a cooperative program between the federal government and the states. FSCS data on public libraries is received from The Institute of Museum and Library Services (IMLS).
Funding Request Number (FRN)	A unique number that USAC assigns to each funding request in an FCC Form 471.
Letter of Agency (LOA)	A Letter of Agency (LOA) authorizes a consortium leader to apply for program support on behalf of each consortium member or a consultant to conduct specified activities on behalf of an applicant or service provider.
NCES codes	An identification code for public schools issued by the National Center for Education Statistics (NCES), the primary federal entity for collecting and analyzing data related to education. Private schools may also request NCES codes.
non-instructional facility (NIF)	A school building without classrooms or a library building without public areas. Examples of school NIFs include administrative buildings, bus barns, and cafeteria facilities. Examples of library NIFs include administrative buildings, bookmobile garages, and interlibrary loan facilities.
Personal Identification Number (PIN)	A code assigned to a specific authorized person at a specific billed entity to allow online form certification (see e-certification).
Service Provider Identification Number (SPIN)	A unique number that USAC assigns to each service provider once that service provider has submitted the FCC Form 498 to USAC.
SPIN – FCC Form 498	See "FCC Form 498" or "Service Provider Identification Number."

Study Area Code (SAC)	A unique number that USAC assigns to ETCs that uniquely identifies that company based on its service area. Companies must have at least one SAC per state in which they operate, but can have more than one SAC within a state if they have more than one service area.
E-rate Productivity Center (EPC)	
See the EPC Glossary of Terms	http://www.usac.org/res/documents/si/pdf/e-rate-productivity-center/EPC-Glossary-of-Terms.pdf
Eligible Services	
Basic Maintenance of Internal Connections (BMIC)	A Category Two service type on the Eligible Services List. Basic Maintenance of Internal Connections services cover the repair and upkeep of eligible products.
basic terminating component	A basic terminating component, which is normally located on a customer's premises, is necessary to receive an end-to-end service because it provides translation of the digital transmission using the appropriate protocols. Equipment such as channel service unit/data service units (CSU/DSUs), network interface devices, cable modems, and gateways are considered basic terminating components.
Bundled Services Cost Allocation	Beginning with FY2015, E-rate Program recipients must cost allocate non-ancillary ineligible components that are bundled with eligible products or services, such as handsets included with telephone service or netbooks bundled with Internet access, including those components that previously would have fallen within the scope of components not requiring cost allocation as described in the 2010 Clarification Order.
Category One Services	Services used to connect broadband or Internet to eligible locations, or services that provide the basic conduit access to the Internet. Data Transmission Services and Internet Access, and Voice Services are Category One services.
Category Two Services	Internal connections services needed to enable high-speed broadband connectivity and broadband internal connections components. Category Two includes local area networks/wireless local area networks (LAN/WLAN), eligible broadband internal connections components, basic maintenance of eligible broadband internal connections components, and managed internal broadband services.
Data Transmission Services and Internet Access	A Category One service type on the Eligible Services List. Includes broadband connectivity and basic conduit access to the Internet. This does not include charges for content, equipment purchases, or other services beyond basic conduit access to the Internet. This service type also covers lit or dark fiber and, in special circumstances, self-provisioning of dark fiber.
demarcation or demarc	A demarcation refers to the point where a service provider's network ends and where an applicant's local area network (LAN) begins.
direct connections	Direct connections allow rural schools and libraries to share access to high-speed broadband services.
district wide discount rates	Starting with FY2015, all funding requests for any school or combination of schools within a school district qualify for a single school-district-wide discount rate.
eligible broadband internal connections components	Broadband distribution services and equipment needed to deliver broadband.
eligible managed internal broadband services	The operations, management, and/or monitoring of eligible broadband internal connections components by a service provider.
eligible services	Products and services that are eligible for universal service support.
Eligible Services List (ESL)	An FCC-released annual list of the products and services approved for funding by the FCC under the Schools and Libraries Program.
end-user equipment	Equipment located on school or library premises which staff members would use to access phone and/or Internet services: e.g., telephone handsets, cell phones, computers, and fax machines. End-user equipment is not eligible for E-rate Program discounts.
Internal Connections	A Category Two service type on the Eligible Services List. Internal Connections services are eligible products, such as routers, switches, hubs, and wiring. Eligible products are located at the applicant site and must be considered a necessity to transport information to classrooms or publicly accessible areas of a library.
local area network (LAN)	A voice, data, and/or video network that provide connections generally within an eligible school or library to other locations within the school or library.
Managed Internal Broadband Services (MIBS)	A category of service on the Eligible Services List. Services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections components. E-rate support is limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools and libraries.
Managed Wi-Fi	See "Managed Internal Broadband Services (MIBS)"
On-Premise Category One Equipment	Equipment owned by a service provider but located at an applicant site. This equipment can be funded as Priority 1 if it meets the conditions of the Tennessee Test.
telecommunications	The transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.
Voice over Internet Protocol (VoIP)	A technology that allows users to make phone calls using the same line as an Internet connection.
Voice Services	A Category One service type on the Eligible Services List. Telephone services, such as Centrex, local and long distance, POTS, wireless telephone service, etc. are voice services. Starting with FY2015, support for voice services will be reduced by 20 percentage points a year until support ends in FY2019.
wide area network (WAN)	A voice, data, and/or video network that provides connections from within an eligible school or library to other locations beyond the school or library.
Discounts	

alternative discount mechanisms	Schools that choose not to use the National School Lunch Program (NSLP) participation numbers to calculate their E-rate Program discounts may use certain federally-approved alternative mechanisms instead. These alternative discount mechanisms cannot be less stringent than the same measure of poverty established for the NSLP.
Category Two Budget	Applicants applying for Category Two services in FY2015 or FY2016 will be able to request discounts up to \$150 per student pre-discount per school, up to \$2.30 per square foot pre-discount per library (\$5.00 per square foot for certain urban libraries) over a five-year period. There is a minimum (floor) of \$9,200.00 per school or library.
Community Eligibility Option (CEO)	See "Community Eligibility Provision (CEP)"
Community Eligibility Provision (CEP)	An alternative provision to the normal requirements for annual determinations of eligibility for free and reduced price meals under the National School Lunch Program. Schools must have at least 40 percent of their students directly certified to qualify for CEP.
Discount Calculations	Discounts in the program can be found in the discount matrix, by using the percentage of students eligible for the National School Lunch Program or an equivalent measure of poverty and the rural or urban status of the school district or library system.
National School Lunch Program (NSLP)	This federal program provides school lunches to eligible students at a free or reduced rate.
non-discount portion	The non-discount portion (also called non-discount share) is the applicant's share of the cost of the eligible E-rate Program products and services, i.e., the cost to be paid by the applicant after the E-rate Program discount is applied.
urban/rural status	Every school or library in the United States is located in either a rural or an urban area, based on U.S. Census data.
Program Forms and Corresponding Letters	
BEAR	See "FCC Form 472."
BEAR Notification Letter	A BEAR (FCC Form 472) Notification Letter is sent to the service provider and the applicant after a BEAR form has been processed by USAC.
FCC Form 470	The Description of Services Requested and Certification Form is an FCC form that schools and libraries complete to request services and establish eligibility.
FCC Form 471	The Services Ordered and Certification Form is an FCC form that schools and libraries use to report services ordered and discounts requested for those services.
FCC Form 472 (BEAR)	The Billed Entity Applicant Reimbursement Form is an FCC form that schools and libraries submit to USAC after paying for services in full, to request reimbursement from the service provider for the discount on those services.
FCC Form 473 (SPAC)	The Service Provider Annual Certification Form is an FCC form that service providers file annually to certify that they will comply with program rules and guidelines. This must be filed before USAC will pay invoices.
FCC Form 474 (SPI)	The Service Provider Invoice Form is an FCC form that service providers submit to request reimbursement for discounted eligible services already provided to the schools or libraries on their customer bills.
FCC Form 479	The Certification by Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act Form is an FCC form that schools and libraries submit to certify that they are in compliance with the Children's Internet Protection Act.
FCC Form 486	The Receipt of Service Confirmation and Children's Internet Protection Act and Technology Plan Certification Form is an FCC form that schools and libraries file to inform USAC that services have begun, to provide the status of their technology plan approval, and of CIPA compliance.
FCC Form 486 Notification Letter	This letter is issued by both the applicant and service provider to indicate that an FCC Form 486 has been successfully processed.
FCC Form 498	The Service Provider and Billed Entity Identification Number and General Contact Information Form is used to collect contact, remittance, and payment information from service providers and applicants receiving universal service support. Service providers must fill out this form to participate in any of the universal service programs. As of July 1, 2016, applicants who choose the Billed Entity Applicant Reimbursement (BEAR) payment method will need to file this form to receive an ID number (498 ID) for reimbursement payments.
FCC Form 500	The Funding Commitment Adjustment Request Form is filed by schools and libraries to notify USAC of reductions to or cancellations of approved FRNs and/or changes to reported Service Start Dates or Contract Expiration Dates, to request a service delivery extension for non-recurring services, or to notify USAC of an allowable equipment transfer.
Receipt Acknowledgment Letter (RAL)	A RAL is issued by USAC to both the applicant and service provider to indicate that a filed FCC Form 471 has been certified before the close of the filing window.
SPAC – FCC Form 473	See "FCC Form 473."
SPI – FCC Form 474	See "FCC Form 474."
Application Preparation and Review	
28-Day Waiting Period	The minimum time period an applicant is required to wait after posting the FCC Form 470 before entering into any contract with a service provider.
Allowable Contract Date (ACD)	The Allowable Vendor Selection/Contract Date is the earliest date on which an applicant can sign a contract for contracted services or enter into an arrangement for tariffed (T) or month-to-month (MTM) services with a service provider.
bid	A response from a service provider (bidder) to a request for services.
competitive bidding process	The process conducted by an applicant to select a service provider and order products and/or services. This process must be a fair and open competitive procurement.
contract award date (CAD)	The date the contract is awarded to the service provider.

Contract Expiration Date (CED)	The date the contract between the applicant and service provider ends.
corrective SPIN change	A change to the SPIN featured on one or more FRNs that corrects a data entry error, reflects a merger or acquisition, or fixes some other type of error. It is not the result of a change to the actual service provider.
evaluation	A mechanism for assessing and choosing a service provider from incoming bids. Note that the price of the eligible products and services must be included as a factor in the evaluation and that factor must be weighted more heavily than any other single factor.
FCC Form 471 Filing Window	The period generally between mid-January and mid-March (prior to the start of the funding year) when forms filed are treated as having been received on the same day and are considered for funding before any other forms filed after the window closes.
Funding Commitment Decision Letter (FCDL)	A letter that contains USAC's funding decisions on an applicant's funding requests.
legally binding agreement	A written offer from a service provider and acceptance from the applicant that includes all the material terms and conditions and is legally binding.
mini-bid	An evaluation process used by applicants when a state files an FCC Form 470 and signs state master contracts with more than one service provider. The applicant must evaluate all eligible state master contracts and demonstrate why the service provider it chooses is the most cost-effective solution.
ministerial and clerical errors	Sometimes known as M&C errors, these are errors applicants make on FCC Forms 470 or 471 that can be corrected after the forms are certified.
pricing transparency	Provides greater visibility into pricing and technology choices by applicants. Information and pricing regarding the specific services and equipment purchased by schools and libraries shall be publicly available on USAC's website.
Program Integrity Assurance (PIA)	The compliance review process of FCC Forms 471 that must be completed before funding commitments are made by USAC.
Request for Proposal (RFP)	A form of solicitation for products or services that provides detailed information regarding those products or services and any additional details necessary for potential bidders to respond. Program applicants may issue RFPs in addition to filing the FCC Form 470.
Selective Review	A separate component of the Program Integrity Assurance (PIA) review process that follows up on certifications that applicants make on their FCC Forms 471 about the competitive bidding process and the necessary resources to make effective use of requested services.
Selective Review Information Request (SRIR)	The request for information sent to applicants when they have been chosen for Selective Review.
Service End Date	The date that services will end for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.
Service Start Date	The date that services will start for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.
state master contract (SMC)	A contract that is competitively bid and implemented by a state government which can be used by eligible entities within the state to procure products or services, or both.
state replacement contract	A state master contract, filed pursuant to a state-filed FCC Form 470, which can replace an existing state master contract that expires before the end of the upcoming funding year.
Tennessee Test	The term derives from FCC Order (FCC 99-216, released Aug. 11, 1999) that specified the various conditions that an applicant must meet for on-premise equipment to be funded as part of a Category One service.
Wave	This term is used for a group of funding commitment notifications that USAC issues to applicants and service providers on a given date. Waves are usually issued weekly.
Post Commitment and Program Violations	
1st Demand Letter	The initial letter sent by USAC to recover funds from applicants or service providers who have committed program rule violations.
2nd Demand Letter	A follow-up letter to a 1st Demand Letter sent by USAC in an attempt to recover funds from applicants or service providers who have committed program rule violations.
appeal	An appeal is a request to reconsider a USAC decision.
audit	A review of documentation and resources that verify the state of compliance with program rules.
Beneficiary and Contributor Audit Program (BCAP)	Run by USAC, and carried out by auditors trained in universal service and program audit requirements, these audits of beneficiaries and contributors serve to identify noncompliance with program rules and amounts of recoverable funds.
Commitment Adjustment (COMAD)	The process by which a funding commitment is reduced because of program rule violations.
Commitment Adjustment Letter (CAL)	This letter notifies both the applicant and the service provider of a COMAD. It contains a Funding Commitment Report which lists the Funding Request Numbers (FRNs) affected by the COMAD.
Detailed Audit Finding Worksheet (DAF)	A worksheet that contains background information and notes the basis of an exception during an audit.
document retention	Applicants and service providers must retain documentation related to the application for, receipt, and delivery of discounted services for at least 10 years from the last date of service delivery.
invoice	A statement or document that (1) service providers submit to USAC after they have provided or completed service to the applicant or (2) applicants submit to USAC after they have paid for services in full. Invoices are submitted using FCC Form 474 (service providers) or an FCC Form 472 (applicants).
Invoice extension	A single, one-time 120-day extension of the deadline to submit an invoice – FCC Form 472 (BEAR Form) or FCC Form 474 (SPI Form). The extension must be requested on or before the invoice deadline.

invoice status report (ISR)	A USAC-generated report sent to service providers upon receipt of the service provider's invoices. The report identifies which invoice line items were accepted and denied.
operational SPIN change	A change to the SPIN featured on one or more FRNs made as a result of a change to the actual service provider.
Payment Quality Assurance (PQA) Program	A USAC program which assesses specific payments made to beneficiaries in all four programs to determine if these payments were made in accordance with FCC rules. Using results of these assessments, USAC calculates estimates of improper payment rates and provides this information to the FCC.
Quarterly Disbursement Report	A report issued by USAC to the applicant detailing all invoicing activity (BEARs and SPIs) for all funding years that occurred during the previous quarter.
Revised Funding Commitment Decision Letter (RFCDL)	A letter issued by USAC to applicants and service providers when changes to a funding commitment occur, usually as the result of a successful appeal.
Recovery of Improperly Disbursed Funds (RIDF)	An RIDF is required when there has been a COMAD but funds have already been disbursed in excess of the revised commitment amount.
Red Light Rule	A requirement that the FCC withholds action on an application, payment, and/or other requests for benefits when the universal service program participant is delinquent in non-tax debts owed to the FCC or other federal governmental agencies.
Red Light status	An entity is considered in Red Light status when the Red Light Rule goes into effect (the entity is delinquent). USAC will not make any disbursements until the delinquency has been satisfied or payment arrangements are made.
remand	Action taken by the FCC to return applications to USAC for further review.
service substitution	A change in the products and/or services originally requested in an FRN.
Whistleblower Alert/ "Code 9 Call"	This hotline allows members of the public to report suspected violations of program rules to USAC. These reports can be made anonymously and toll free by calling (888) 203-8100.

Form Number	The unique identifier assigned to a Program form (form) by the Universal Service Administrative Company (USAC).
Name of Billed Entity (Applicant)	Name of entity from the form.
Billed Entity Address	Includes street address, city, state, and zip code.
Billed Entity Number	A unique identifier assigned by USAC to the Billed Entity.
Preferred Mode of Contact	The name of the contact person from the form.
Contact Information	The preferred mode of contact from the form (phone, fax, email)
Funding Request Number (FRN)	A Funding Request Number is assigned by USAC to each Block 5 of your Form 471. This number is used to report to applicants and service providers the status of individual funding requests submitted on a Form 471.
Funding Status	<p>Each FRN will have one of the following definitions on a report attached to a Form 471 Funding Commitment Decision Letter (FCDL):</p> <ol style="list-style-type: none"> 1. An FRN that is "Funded" is approved at the level that USAC determined is appropriate for this FRN. The funding level will generally be the level requested unless USAC determined during the application review process that some adjustment is appropriate. 2. An FRN that is "Not Funded" is one for which no funds were committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with Program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests. 3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when USAC is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connections requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.
Category of Service	The type of service ordered from the service provider, as shown on your Form 471.
SPIN Service Provider Identification Number	Unique number assigned by USAC to service providers seeking payment for participating in a USF program. A SPIN is also used to verify delivery of services and to arrange for payment.
Service Provider Name	The legal name of the service provider.
Contract Number	The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on the Form 471.

Billing Account Number	The account number established for billing purposes.
Service Start Date	Date from Block 5, Item 19 of the Form 471.
Service End Date	Date from Block 5, Item 20 of the Form 471.
Contract Expiration Date	Date from Block 5, Item 20b of the Form 471. This will be present only if a contract expiration date was provided on the form.
Site Identifier	The Entity Number listed for this FRN on the Form 471. This will be present only for "site specific" FRNs.
Block 4 Worksheet Number	The number assigned to the Form 471 discount worksheet for a "shared services" FRN.
Number of Months Recurring Service Provided in FY	The number of months of service that has been approved in the funding year. This will only be present for recurring services.
Annual Pre-Discount Amount for Eligible Recurring Charges	Amount approved for recurring charges multiplied by number of months of recurring service provided in funding year.
Annual Pre-Discount Amount for Eligible Non-Recurring Charges	Annual eligible non-recurring charges approved for the funding year.
Pre-Discount Amount	The total eligible recurring and non-recurring charges under the Program for the funding year.
Applicant's Discount Percentage Approved by USAC	The discount rate that USAC has approved for this service.
Funding Commitment Decision	This represents the total amount of funding that USAC has reserved to reimburse the service provider for the approved discounts for this service for this funding year. It is important that the applicant and service provider both recognize that USAC should be invoiced and USAC may direct disbursement of discounts only for eligible, approved services actually delivered and installed.
Funding Commitment Decision Explanation	This entry provides an explanation of the amount in the Funding Commitment Decision area.
FCDL Date	The date on the applicant's Funding Commitment Decision Letter (FCDL).
Wave Number	The wave number assigned to FCDLs issued on this date.