

E-Rate Newbie Training

Fall 2024

Lee Bray

State E-Rate Coordinator

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated "C" or Higher

6



Agenda

- Overview
- Eligible Entities
- Eligible Equipment and Services
- Discount Calculations
- Category 2 Budgets
- Application Process – all steps
- E-Rate Productivity Center (EPC)
- Helpful Sites

E-Rate

- What is E-Rate?
- Where do I Start?
- Where do I go to find out about E-Rate?
- Why is it important to my district?
- What is my role?
- Who can help me?
- Did I volunteer for this?
- Am I going to regret this?

What is E-Rate?

- E-Rate is a discount program
- Established by Congress
- \$4.94 billion federal program
- Directed by the Federal Communications Commission (FCC)
 - Sets the rules and policies of the program
- Managed by Universal Service Administration Company (USAC)
- Schools and Libraries Program
- Provides 20-90% discounts on eligible services and equipment
- Provides post-purchase funding for items such as:
 - Internet Access / Data Transmission Services
 - Telecommunications services
- Program is highly deadline restrictive
- Application process begins 6-12 months before funding year begins

How to be E-Rate Successful

- Read listserv messages
- Document and retain everything
 - Electronic
 - Hard copy – E-Rate binder – for each year
 - 10-year retention policy (retention starts from last day contract is exercised)
- Know where to find E-Rate documentation
 - Mississippi E-Rate page
 - USAC
 - E-Rate Central
- Attend E-Rate meetings
- Have patience

What entities are E-Rate Eligible?

- Public School districts
- Private Schools (not for profit – endowment less than \$50 million)
- Libraries
- Consortia comprised of eligible entities
- Non-instructional Facilities (NIFs)
 - Admin buildings, bus barns, etc
 - Eligible for Category 1 only
- Every organization has an E-Rate Billed Entity Number (BEN)
- Every building must have an Entity Number

What is my role?

- You are a school district
- You are a billed entity
- You are a recipient of services
- You may be a member of a consortium
- You are a governing authority with local control
- You are an E-Rate
 - E-Rate Productivity Center (EPC) Account Administrator
 - E-Rate Productivity Center (EPC) General Contact

E-Rate Productivity Center (EPC)

- Account and application management portal
- All E-Rate forms, letters and interactions are based in
- Every Billed Entity has an EPC Account
- Every EPC account has users
 - Username is your email address
 - Passwords expire every 60 days
 - One user is designated the Account Administrator
- Multi-factor authentication (MFA) required at login
 - Sends an email or text verification number
- Call USAC Customer Service Center for assistance
 - 1-888-203-8100

Calculating Discount

- District level for schools based on several factors
 - % of students – district wide – who are eligible for National School Lunch Program (NSLP)
 - Community Eligibility Program (CEP)
 - Alternative discount calculation
 - Survey
 - Sibling Match
 - Combination
 - This information is then used in the Discount Matrix
 - USAC verifies this data in the state valid file
 - E-Rate state coordinator sends file

School District Example

School	Urban/Rural	Enrollment	NSLP	
Oak Forest Elementary School	R	235	115	
Woodville Heights Elementary School	R	250	125	
Timberlawn Elementary School	R	315	214	
Marshall Elementary School	U	400	203	
Key Elementary School	U	275	102	
Whitten Middle School	U	527	216	
Peeples Middle School	R	675	337	
Siwell Middle School	R	787	305	
Wingfield High School	R	1140	756	
Forest Hill High School	U	2461	1027	
Total District Calculation	R	7065	3400	48%

District Discount

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	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%

How does USAC obtain enrollment?

Schools / School districts are required to update EPC profiles during 'Admin Window'

- System automatically calculates discounts
 - NSLP
 - CEP – student percentage is multiplied by 1.6
- Category 1 has no funding cap
- Category 2 is based on student enrollment multiplied by \$167
- Category 2 needs to updated only if there is an increase in students
- Each school has a C2 budget based upon \$167.00 per student for the 5-year cycle
 - FY21 – FY25
- Max discount percentage
 - Category 1 – 90%
 - Category 2 – 85%

Categories of Service

- Category 1 – Services that go to a school or library
 - Subcategories:
 - Data Transmission Services (Fiber, coax, etc.)
 - Internet Access
 - Maximum discount - 90%
 - No funding cap
 - Services must be received between July 1 of start year through June 30 of closeout year (12 months)
- Category 2 – Services or equipment that go inside the school or library
 - Subcategories:
 - Internal Connections (IC)
 - Basic Maintenance of Internal Connections (BMIC)
 - Managed Internal Broadband Services (MIBS)
 - Maximum discount – 85%
 - 5-year budget cycle (Based on number of students multiplied by \$167)
 - Equipment received from April 1 of start year through September 30 of end year (15 months)
 - Can apply for 1 year extension if needed (Request must be made by September 30)

C1: Data Transmission Services

- Most Common
 - Leased Lit Fiber
 - Cable modem/DSL
 - Bundled Internet Access
- Special Construction Charges
 - Cost to build out network
- Installation Charges
 - One-time charge to turn on service
- Also Eligible
 - Leased Dark Fiber
 - Self-Provisioned Fiber
 - 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
 - Wireless data plans (hotspots)
 - WiFi on buses

C2- Internal Connections

- Wireless Access Points
- Network Routers & Switches
- In-building Structured Cabling
- Caching Servers
- Firewalls – Basic
- Racks
- UPS
- Equipment License
- Cloud-based functionality of listed equipment
- Operating system software to support eligible equipment
- Taxes and fees
- Basic training on use of equipment
- Installation and configuration

C2- Basic Maintenance of Internal Connections

- Limited eligibility
- Multi-year contracts must be amortized
- Can only be for services/work performed during funding year
- 100% eligible
 - Basic tech support
 - Configuration changes
- Conditionally eligible
 - Repair of equipment
 - Cable maintenance

C2 – Managed Internal Broadband Services

- Managed internal broadband services (MIBS)
- Covers operation, management, or monitoring of a LAN
- 2 Options
 - Paying an outside vendor to own/maintain equipment
 - Paying an outside vendor to maintain school-owned equipment
 - Subject to C2 budget caps

Equipment Transfer / Disposal Rules

- Transfer:

Equipment may be transferred between schools after July 1, 2021

- During 5-year budget window
- Record reason and date of transfer
- Don't have to contact USAC about move
- Asset inventory retained for 10 years from date of purchase
- Equipment can be disposed of, sold, transferred, etc. after 5 years

- Disposal:

- Equipment can be disposed of, transferred, sold, etc. from 5 years of the date of installation
- Retain information in asset inventory of move/disposal

NIFs – Ineligible for C2 funding

- Non-instructional facilities (NIF) are not eligible for Category 2 funding
 - Must cost allocate equipment on C2 purchase if NIF is a recipient
- Equipment may be housed at a NIF – i.e. District office
 - Example: Wireless Controller for wireless access points
- After 5 years equipment can be transferred to NIF

Category 2 Budget

- FY21 – FY25 – Entering last year of budget cycle
- FY26 – New budget will begin
 - No funds carry over from previous funding cycle
- Budgets are pre-discount
- Applicants must pay the discount portion – 15% - 80%
- EPC calculates budget expenditure and remaining amounts

Category 2 Budget

- C2 Budget Multipliers:
 - Single School:
 - \$167 per student or \$25,000, whichever total is larger
 - School Districts:
 - \$167 x total district enrollment
 - \$25,000 x total number of schools in district
 - Whichever total budget is greater
 - Independent Libraries:
 - \$4.50 x total square footage or \$25,000, whichever is greater
 - Library Systems:
 - \$4.50 x total square footage or \$25,000, whichever is greater

Category 2 Budget Example

5-Year Budget Cap (pre-discount amount)	E-Rate Discount	USAC will pay	District Percentage	District Payment
\$350,000	70%	\$245,000	30%	\$105,000
\$400,000	85%	\$340,000	15%	\$60,000

- C2 budget cap is the pre-discount amount.
- E-Rate discount is determined by NSLP or CEP amount.
- When budget is totally expended district must wait for next funding cycle.
- Budget can be divided between years in cycle or expended in one year.

- What is your current Category 2 budget amount?
 - Budget amount can be found in EPC or Opendata

Category 2 Budget – Student Count

- Enrollment data for Category 2 is separate from yearly student discount data
- Category 2 budget amounts are set in year 1 (FY2021)
- Not required to update on a yearly basis
- Can be updated if student count rises in funding cycle
 - Must submit request for increase during Admin window
- Information found in Manage Organization on District page in EPC

Category 2 Budget – Amount

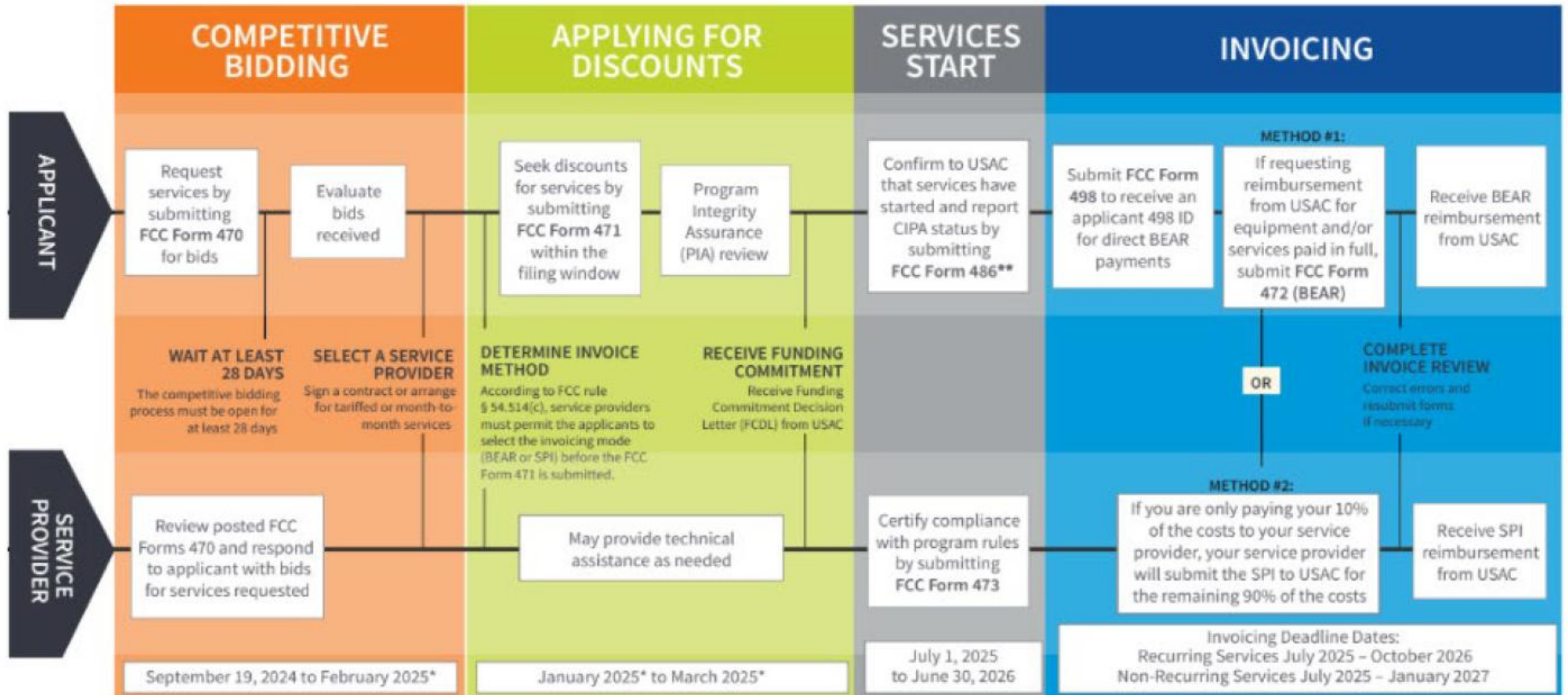
- Do not request more funds than available
- Result for over request:
 - Application is flagged by USAC review team for adjustment
 - Adjustment will be a manual recalculation on applicant
 - Applicant identifies FRN line items to be adjusted
 - Will slow up funding request
 - May result in total cancellation of part or entire application

The Application Process

Application Process Overview

E-Rate Step	Suggested Timeline
1. Assess Needs / Create Plan	August – November
2. Update EPC Profiles – Admin Window	October – January (closes 3 days prior to Form 471)
3. Bid all new services / equipment (Form 470)	July – December
4. Bid evaluation (after 28-day Form 470 waiting period)	August - February
5. Board Approval / Sign Contracts	September – February
6. Request E-Rate funding – Form 471	January – March (TBD by USAC)
7. Application review (PIA)	April – August
8. Funding Commitment – FCDL	April – August
9. Turn on funding / CIPA Compliance – Form 486	FCDL Receipt or service start date
10. Receive services	July (start year) – June (end year)
11. Pay vendor	July (start year) – June (end year)
12. Submit invoice to USAC (Payment) applicant - BEAR /Vendor - Form 474	Anytime after start of service – must be filed by October 28 of end year without extension request.

The Application Process



*Date ranges reflect a typical timeline and are subject to change.

Step 1 – Assess Need & Plan

- When – July – October
- Category 1
 - Review existing contracts
 - Still valid??
 - Extensions??
 - State Master Contract
- Category 2
 - Do you have any C2 budget left?
 - How much budget available?
 - Assess district needs
 - Existing multi-year contract??

Planning

- Create plan – new E-Rate year
 - Is a Form 470 needed?
 - If so, what are the bidding dates?
 - Do I need to file for a DFA waiver?
 - What date will I obtain board approval?
 - Board agenda deadline?
 - Will board meet prior to Form 471 application deadline?
 - When is the Form 471 window?
 - Has all data been updated in EPC?
 - School / District data
 - Account Administrator
 - NSLP/ CEP

Eligible Services List (ESL)



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[Rural Health Care](#) ▾

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[Service Providers](#) ▾

[USAC](#) | [E-rate](#) | [Applicant Process](#) | [Before You Begin](#) | **[Eligible Services List](#)**

Applicant Process

Step 1 >

[Before You Begin](#) ^

[Before You Begin](#)

[School and Library Eligibility](#)

[Consortia](#)

[Non-Instructional Facilities \(NIFs\)](#)

[Non-Traditional Education Eligibility](#)

[Educational Service Agencies](#)

[Entity Numbers](#)

[Eligible Services Overview](#)

[Eligible Services List](#)

[Fiber Summary Overview](#)

Eligible Services List

The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the Schools and Libraries Program.

[ESL Glossary](#)

[Frequently Asked Questions](#)

[2021 Eligible Services List](#)

[2020 Eligible Services List](#)

[2019 Eligible Services List](#)

The ESL is organized into two primary sections plus a miscellaneous section:

- Category One
 - Data Transmission Services and/or Internet Access
- Category Two
 - Internal Connections (IC), Managed Internal Broadband Services (MIBS), and Basic Maintenance

Eligible Services List (ESL)

- **The ESL Order has five sections, with the actual Eligible Service List posted last.**
 - Introduction – A preface to the contents of the Order.
 - Background –Discusses the FCC's seeking of comments, and related actions, prior to issuing the Order.
 - Discussion – Detailed discussion of scope of modifications in the Eligible Services List.
 - Appendix A– List of Commenters
 - Appendix B – FY2025 Eligible Service List.

Step 2 – Update Entity(s) Profile Information

- Update entity profiles
 - During Admin Window (November – January)
 - Data can not be changed after Admin Window closes
- Confirm all entities, including NIFs are in the EPC portal
 - Contact CSC if adjustments are needed – 1-888-203-8100
- Remember Libraries rely on your data for their discount percentage
- ****Admin Window will change from year to year**

Step 3 – Posting the Form 470



470

- Purpose of Form 470
 - Online form notifying vendors of services and equipment for which you are seeking proposals
 - Needed to file a Form 471 (Form 471 references)
 - Vendors are invited to submit bids / quotes for 28 days from the date of certification
 - Not obligated to purchase service / equipment listed on Form 470
- State requirements
 - Submitted information to Mississippi Bid Bank
 - Advertisement in paper
 - Reverse auction date for equipment only
 - Requested reverse auction waiver??

State Procurement Rules

\$.01 - \$5,000.00	\$5,000.01 - \$75,000.00	Greater than \$75,000	+ E-rate Requirements
May purchase without advertising or otherwise requesting competitive bids	May purchase without advertisement for bids, provided at least two competitive written bids have been obtained	Advertisement & receipt of competitive bids required by law	Post Form 470 and wait 28 days before awarding

The lifecycle cost of an information technology project means the total committed costs of the project, not just the initial or up-front costs. Lifecycle cost includes all costs associated with obtaining the item and maintaining and operating it for its projected lifecycle. Initial or one-time costs might include purchase price, freight, installation, and training. Ongoing costs include such expenses as post-warranty maintenance; support, including help desk charges, upgrade charges, and on-site vendor personnel; and any recurring usage charges.

When does a Form 470 need posting?

- Annually for all services purchased on month-to-month basis
- At the beginning of a new contract
 - Unless a multi-year contract has been filed
- Contract Extensions:
 - Can be included in original contract
 - Must have a definite end date
 - No automatic renewal
 - Notify vendor if you want to exercise extension
 - By email
 - Contract amendment
 - USAC will ask in application review

Requests for Proposal (RFP)

- RFP not required, except for:
 - State bidding requirements
 - All dark fiber or self provisioned fiber projects
- USAC considers any bidding documents provided to a vendor an RFP
- If using an RFP
 - All documents must be uploaded in EPC at time of Form 470 posting
 - Cannot cite to a website bidding advertisement
 - Any changes must be given to all vendors after application is submitted
 - Changes must be added to Form 470
 - 28-day clock will restart (29 total days – application day referred to as Day 0)

When to file Form 470?

- Must be posted in EPC at least 28 days prior to the close of the Form 471 window
 - Example:
 - Form 471 window deadline is March 26
 - February 26 is Form 470 deadline
 - **Do not wait this long!!!**
 - Always give yourself several days to evaluate bids, negotiate contracts, seek board approval, sign contracts, upload contract, etc.
 - All items listed above must be completed prior to filing Form 471
 - Always give yourself enough time just in case something goes wrong

Step 4 - Evaluating Bids

- After bid due date (at least 28 days) applicant reviews all qualified submissions
- Must have and retain a bid matrix
- Price of eligible services/equipment must be the most **heavily weighted factor** during evaluation
 - Sample criteria
 - Quality of proposed solution
 - Cost of ineligible items
 - References
 - Experience with vendor
 - Ability to meet installation deadline
- Retain all winning and losing bids and all correspondence between applicant and vendors (winning and losing)

Bid Disqualification

- To disqualify a bid the reason must be stated in the Form 470 or RFP
- Reasons must be Yes/No (either they complied, or they did not)
- Make note of the exact reason for disqualifying a bid and show where it was stated in the Form 470 or RFP
- Examples
 - Vendor did not submit proposal by deadline
 - Vendor not authorized to do business in Mississippi
 - Equipment cannot be refurbished
 - Vendor did not attend pre-bid walk-through
 - Vendor must submit bid bond
 - Equipment not compatible with existing system

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
 - 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 for this vendor

Bid Evaluation Matrix - Sample

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	50*	20	50	40
Prior experience with the vendor	25	25	0	25
Prices for ineligible services and products	15	10	5	15
Local or in-state vendor	10	10	0	0
TOTAL	100	65	55	80

Step 5 - Contract

- Signed contract with Form 470 winning bidder on day 29 or later
- Contain handwritten signature and date of signing
 - Vendor
 - District / Library
- Signed by the applicant before Form 471 submission
 - Vendor can sign after Form 471 deadline
- Contain Contract Award Date and End Date
- Types
 - One year
 - Multi-year
 - Can contain voluntary extensions
- Must be loaded in EPC in PDF format before submitting Form 471

Uploading Contract

- All new contracts must be uploaded into the EPC Contract Module before starting the Form 471
- Assign a very descriptive nickname
 - Example – FY25 CSpire Internet
- Upload copy of contract
- Enter the following information:
 - Form 470 used to bid service
 - Contract signing date
 - Number of bids
 - How many contract extensions, if any
 - Service Provider Identification Number (SPIN)
- Contract expiration date will be added to the Form 471

Add New Contract - EPC

Records / Applicant Entities

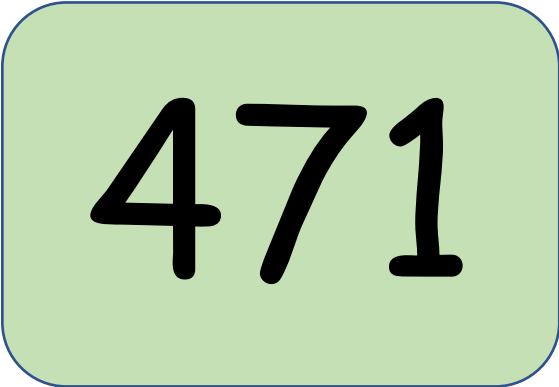
#132 - School District 10



[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) **[Contracts](#)** [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)



Step 6 - Form 471



471

- Filed by the applicant in EPC – requesting funding – C1 and/or C2
- Must have valid Form 470 for services / equipment
- Contract must be uploaded prior to filing
- Filed in designated window – USAC sets dates of window (January – March/April)
- File for items on ESL only
- Category 1 and Category 2 must be filed on separate applications
 - Multiple applications are ok
- Separate applications must be filed if using different vendors
 - Example – Category 1 Internet Vendor A and Category 1 WAN Vendor B
- Template available for bulk upload
- Website:
 - <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>

Step 7 – PIA Review

Program Integrity Assurance Review (PIA)

- USAC team that reviews all applications submitted in Form 471 window
- Checks for rule compliance
 - Eligible Services
 - Eligible Entities
 - Appropriate discount level
 - Competitive bidding violations
 - Category 2 budget levels
- Form 471 main contact will receive email notification
- Inquiry questions posted in EPC
 - Applicant must respond in EPC
- Must respond in 15 days
 - Can seek a 1-week extension
- PIA will notify if they intend to deny or reduce request

Step 8 – FCDL Issued

Funding Commitment Decision Letter (FCDL)

- Funding waves are released weekly (Funded or Not Funded)
- FCDLs are emailed to the Form 471 contact and the EPC Account Admin
- Gives approval decisions of each funding requests (FRNs) on Form 471
- Information from Form 471
 - Amount of funding
 - Dates of the application
 - Service provider
 - Contract information
- Can appeal within 60 days if not in agreement with decision
- Check with vendor to see if they have been notified

Funding Commitment Decision Letter

Funding Year 2022

Contact Information:

Lee Bray
MISSISSIPPI DEPARTMENT OF EDUCATION
359 NORTH WEST STREET SUITE 118
JACKSON, MS 39201
lbray@mdek12.org

FCC Form 471: 221017803

BEN: 128642

Wave: 1

Application Nickname: CSpire Internet Circuits - F
Y22

Totals

Total Committed	\$1,061,670.00
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What is in this letter?

Thank you for submitting your application for Funding Year 2022 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Step 9 - Form 486



486

- Notifies USAC that services have started
- Informs USAC that the district is in compliance with the Children's Internet Protection Act (CIPA)
- Can only be filed after FCDL has been issued
- Verify / update Service Start Date (SSD)
 - SSD cannot be earlier than July 1
- Must be filed within 120 days after start of service / installation or receipt of FCDL
- If a form is filed late, then USAC may reduce funding to reflect reduction in Months of Service
- <https://www.usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/>



FCC Form 486 Notification Letter

Lee Bray
MISSISSIPPI DEPARTMENT OF EDUCATION
359 NORTH WEST STREET SUITE 118
JACKSON, MS 39201

7/11/2022

FUNDING YEAR 2022: 7/1/2022 - 6/30/2023
FCC Form 486 Application Number: 279840
Applicant's FCC Form 486 Nickname: CSpire Circuits FY22

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted a certified FCC Form 486, Receipt of Service Confirmation Form, from you. Information about your commitment may have changed. Please review the [FCC Form 486 Notification Letter Report](#) to confirm the information you provided. This information is also being shared with the service provider(s) identified on each Funding Request Number (FRN).

If you need assistance, contact our Client Service Bureau toll-free at (888) 203-8100, or submit a customer service case in the E-rate Productivity Center (EPC) by selecting "[Contact Us](#)" from the menu in the top right corner of your landing page.

Next steps

Discuss with your service provider whether you would like discounts on your bills or to pay your bills in full and be reimbursed for discounts.

- Applicants invoice USAC before the invoice deadline using the applicant invoice method [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form] for reimbursements of discounts after paying the service provider bills in full.

CIPA Requirements

Any school or library receiving Internal Connections of Internet Access must:

- Filter all Internet access
- Have an Internet Safety Policy that addresses required elements
 - Policy must have been adopted after public hearing (Board meeting)
- Schools' Internet Safety Policies must include
 - Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms to include cyberbullying awareness and response
 - Required to teach online safety to students as a prerequisite to receiving E-Rate funding
- Consortium members must submit a Form 479 to consortium leader certifying compliance in order for consortium lead to file a Form 486

Form 479

- Required by consortium members
- Certify with consortium lead that district is CIPA compliant
- Consortium lead must have all forms prior to filing Form 486
- <https://www.usac.org/e-rate/applicant-process/before-you-begin/consortia/fcc-form-479-filing/>

Step 10 – Receiving Services / Equipment

- Category 1 Services must be delivered between July 1 - June 30
 - Installation may occur as early as January 1 or contract signing date
 - Services may not begin until July 1
- Category 2 equipment may be purchased / installed anytime after April 1
 - Equipment must be installed before September 30 of the closeout year
 - Can request a 1-year extension if request is made by September 30 of the closeout year

Step 11 – Paying for Services / Equipment

- Applicant's Choice
 - Discounts on bills (SPI)
 - Reimbursement process (BEAR)
- Must select one or the other for the entire year for each FRN
- Contact vendor after signing contract to confirm payment method (SPI or BEAR)
- Applicant must always pay their non-discounted share
- Rules require it will be paid within 90 days of receiving service / equipment
 - Even if vendor is delayed in sending invoice

Step 12 – Requesting Reimbursements

BEAR Method

- Applicant must pay the vendor in full for services or equipment
- Applicant request reimbursement directly from USAC (Form 472)
- Request made in EPC
 - Separate selection from EPC or ECF
 - If BEAR selection is not on dashboard contact CSC – 1-888-203-8100
- October 28 deadline for recurring services
- January 28 deadline for non-recurring services / equipment
- Can request 1 extension if submitted by original invoice deadline
- Applicant must have Form 498 completed and approved prior to filing
- USAC sends payment to applicant's bank indicated on Form 498

Form 472 - BEAR

472

- Billed Entity Applicant Reimbursement Form (BEAR)
- Request reimbursement of discount funds of eligible products / services
- Need FCDL and services started
- Can be filed monthly / quarterly / bi-annual / annual, etc..
- Product / services must already be in use / installed
- Deadline to file – 120 days after last day of service
- Eligible to receive extension past 120 days
 - Additional 1 time 120-day extension
- <https://www.usac.org/e-rate/applicant-process/invoicing/fcc-form-472-filing/>

Form 498

498

- Completed prior to filing Form 472 (BEAR)
- Collects contact, billing and remittance information
- Allows USAC to send funds directly to bank
- Must be certified by USAC
- Will receive Form 498 ID to file BEAR
- Requirements:
 - Basic information BEN and address
 - Federal Employer Identification number (EIN) or Taxpayer ID
 - Remittance contact information
 - Financial contact information (account and routing number)
 - Any other BENs associated with banking account information
- <https://www.usac.org/e-rate/applicant-process/invoicing/obtain-an-applicant-498-id/>

Form 500

500

- Filed by applicant in EPC
- Filed for one of the following:
 - Adjust funding year service start date
 - Adjust contract expiration date
 - Cancel Funding Request Number (FRN)
 - Reduce amount of FRN (Must be filed for unspent Cat 2 funds)
 - Request service delivery extension of non-recurring services (Cat 2)
 - Notify USAC of an equipment transfer for equipment purchased prior to FY2020
- USAC will send RFCDL to indicate change in application
- <https://www.usac.org/e-rate/applicant-process/before-youre-done/fcc-form-500-filing/>

Where do you start?

On any given day, you may have three funding years to be worried about. So today you have:

- Funding Year 2023 started July 1, 2023, and ended June 30, 2024
- Funding year 2024 (current year) started July 1, 2024, and will end June 30, 2025
- Funding Year 2025 PROCESS starts now, and the funding year will end June 30, 2026
- **All correspondence with PIA and other reviews are through EPC (E-Rate Productivity Center)**

What is the current status for each funding year?

•FY2023

- Did someone file the Form 486?
- Was a BEAR filed to seek reimbursement?
- Did my service provider file the SPI?
- Is there remaining unused funds?
- Did someone file a Form 500 to release unused funds?

•FY2024

- What has been funded?
- Have the services started?
- Has a Form 486 been filed?

•FY2025

- What needs to be applied for next year?
- Does my contract that cover next year?
- Do I have any remaining C2 budget for next year?

How do you find what you have just inherited?

USAC - www.usac.org/e-rate/

E-Rate Central - www.e-ratecentral.com

USAC – Schools & Libraries



[Subscribe](#) [Payments](#) [Open Data](#)

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[About](#) ▾

[E-Rate](#) ▾

[Rural Health Care](#) ▾

[Lifeline](#) ▾

[High Cost](#) ▾

[Service Providers](#) ▾

E-Rate

Ensuring that schools and libraries across the U.S. are connected to information and resources through the internet



Manage Your Account

Access your E-Rate Productivity Center (EPC) account, submit forms, and file your invoices by logging

Resources

- [Announcements](#)
- [Eligible Services List](#)
- [E-Rate News Brief](#)

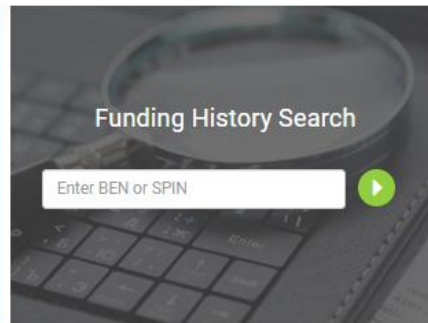
Upcoming Dates

10/24 [EPC Administrative Window Webinar](#)
2024

E-Rate Central

[Login](#)[E-Rate Services](#)[Resources](#)[E-Rate Central Forum](#)[About Us](#)[Contact Us](#)

E-Rate Central provides a comprehensive range of information and consulting services about the E-rate program and E-rate funding opportunities. [Subscribe to our weekly E-rate newsletter](#) to stay informed of important program rules and updates, best practices to help you avoid E-rate filing mistakes, and strategies to help you maximize your E-rate funding and manage E-rate deadlines. [Contact us](#) to find out how our experienced E-rate consultants can help you.

[Learn More](#)

News of the Week

December 13, 2021

- [Funding Status for 2021-2022](#)
- [Initial ACP Comments](#)
- [E-Rate Updates and Reminders](#)
 - Upcoming Dates
 - Senate Confirms New Term for Commissioner Rosenworcel
- [USAC ECF Newsletter Dated December 7 – Invoice Deadline Clarification](#)

[More Newsletters](#)[Subscribe](#)

Bulletins

- [USAC Outreach: EBB Transition to ACP: EBB Enrollment Deadline is December 30, 2021 12/10/2021](#)
- [USAC Emergency Connectivity Fund Program Newsletter Dated December 7, 2021 12/7/2021](#)
- [FCC News: Statement of FCC Chairwoman Jessica Rosenworcel on Senate Confirmation 12/7/2021](#)

[More Bulletins](#)

Questions???



The Portal



Agenda

- What is EPC?
- What is an AA?
- Establishing/resetting passwords
- Landing page
- Changing AA permission to Full Rights
- Adding EPC Users
- Reviewing schools and NIFs
- Reviewing enrollment/NSLP data

What is EPC?

EPC = E-rate Productivity Center –
<https://forms.universalservice.org/portal/login>

All E-rate forms, letters and interactions are located in the EPC system

Advantages?

- All forms, submitted documentation and requests will be archived in a single location
- Forms will be pre-populated with information
- Lots of data will be entered into EPC prior to filing the application
- Designed to provide streamlined reviews

Establishing Your Initial EPC Account

USAC created an EPC account in their database for each applicant entity and identified an Account Administrator

To receive your EPC Account Administrator, call Client Service Center (CSC) at 1-888-203-8100

Your initial account does not have a password set. You must select 'Forgot Password' on initial login access to EPC.

You must agree to the Terms and Conditions in the Task section on initial login. After agreeing, log out and log back in to gain access to all functions in EPC.

Who is the Account Administrator?

The Account Administrator (AA) is the person designated as the district contact for the EPC Portal

- unless it is a consultant

Each AA should have received an e-mail from USAC indicating that their EPC Account had been created and that they should establish their password

- If you are not the AA, contact CSC at 1-888-203-8100 to have AA account changed to you.

Check to see who is the General Contact. Generally, the AA is the person listed in this role.

What is the Account Administrator's Role?

The AA can perform these functions:

- Create Users
- Assign Users' Rights/Permissions
- Update entity information
- Join Consortia
- Link to Your Consultant
- Enter Enrollment/NSLP Data
- Change AA to another user

How to Change the AA to Someone Else

Two methods:

- 1) If the current AA has set up their password, they can log-in to the system and change AA authority to another user

- 2) If the AA is no longer with the district, the new AA must contact CSC and give full contact information to be set as the new AA
 - the new AA will then receive an e-mail from EPC inviting them to establish their EPC password

E-mail Authorized Signer Looks Like:

From: admin@portal.usac.org [mailto:admin@portal.usac.org] **On Behalf Of** EPC Application Administrator
Sent: Friday, June 26, 2015 8:49 AM
To: [Name]
Subject: USAC EPC - Account Creation



Hello,

Your USAC E-rate Productivity Center (EPC) account has been created with the username: [Form 471 signer email address]

To log in with your new username, navigate to: <https://portal.usac.org/suite/>
Please select the forgot password option and follow ensuing directions.

Thank you.

Universal Service Administration Company

USAC website – EPC Link



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[Rural Health Care](#) ▾

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E-Rate

Ensuring that schools and libraries across the U.S. are connected to information and resources through the internet



Manage Your Account

Access your E-Rate Productivity Center (EPC) account, submit forms, and file your invoices by logging into One Portal.

[Sign In](#)

Resources

[Announcements](#)

[Eligible Services List](#)

[E-Rate News Brief](#)

[Tools](#)

[Webinars](#)

Upcoming Dates

10/24
2024 [EPC Administrative Window Webinar](#)

10/28
2024 [FY2023 Invoicing Filing Deadline for Recurring Services](#)

[See full calendar](#)

Go to this URL for EPC Log-In:

<https://forms.universalservice.org/portal/login>



Username


lbray2@mdek12.org

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business

EPC Log-In Screen

 Universal Service
Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

Click the box to accept

By signing in, I accept the [terms and conditions](#) of the USAC system.

Sign In

Click "Sign In"

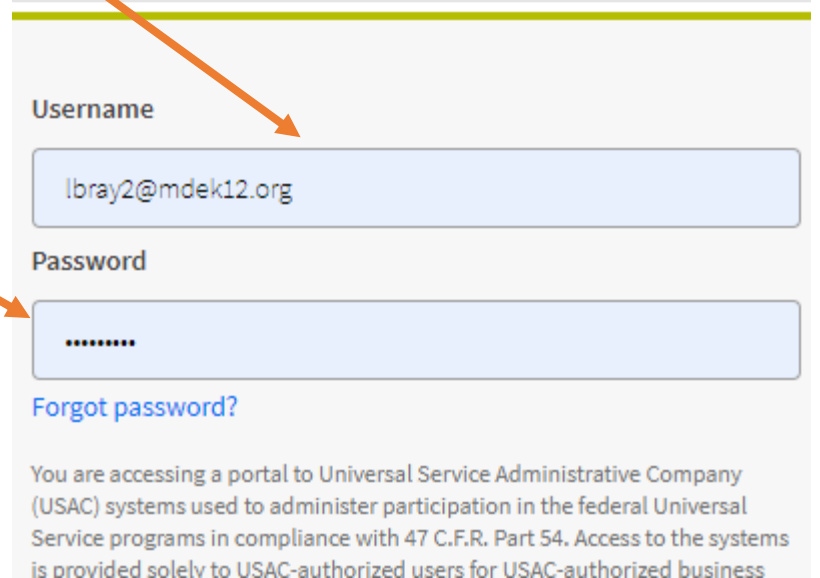
What Are Your EPC Log-In Credentials?

Username = Authorized Person's E-mail Address

- Must be specific to a person's email address
- Must be all lowercase

Password = There is no Password!

Click on "Forgot Password"

A screenshot of the USAC login interface. It features a light gray background with a green horizontal bar at the top. The form contains two input fields: "Username" with the value "lbray2@mdek12.org" and "Password" with masked characters "*****". Below the password field is a blue link for "Forgot password?". At the bottom, there is a disclaimer: "You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business". Two orange arrows from the text on the left point to the "Username" and "Password" fields respectively.

Username

lbray2@mdek12.org

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business

Establishing / Resetting Your Password

The next screen will look like this:

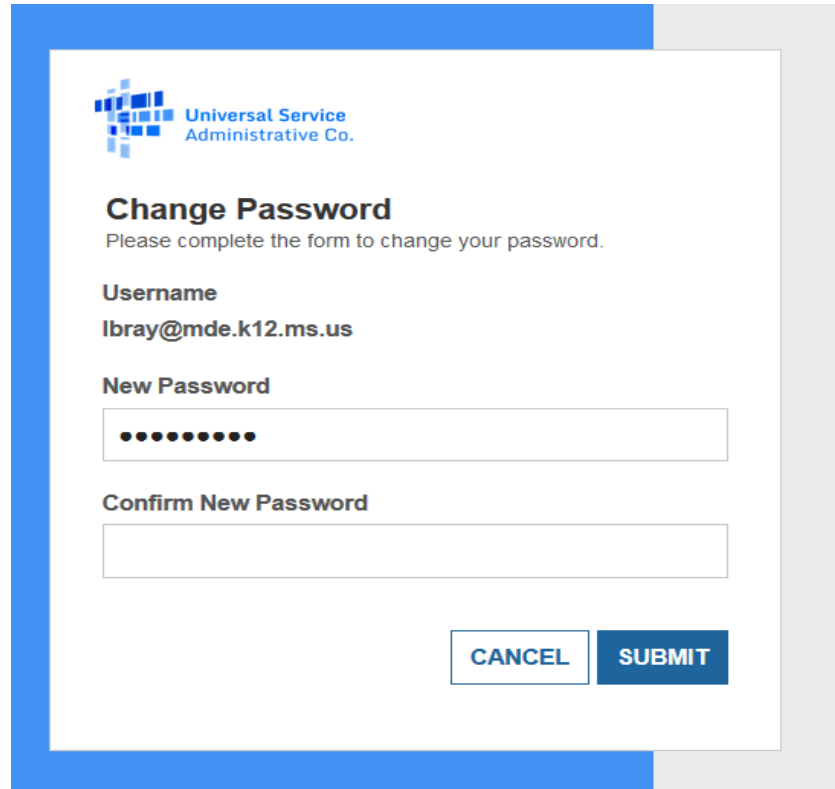
A screenshot of a web form titled "Reset Password". The form has a light gray background and a thin green border at the top. It contains a label "Username" above a white text input field. Below the input field is a blue button with the text "Reset via Email". A red arrow points from the right side of the input field towards the bottom right of the slide.

Enter username again (which is your e-mail address), and click Send Email to reset password

Password Reset

After you click 'Send Email' to reset your password, the system will send a temporary link to that e-mail address (which is only valid for 15 min.)

Clicking on the temporary link will take you to this screen:



The screenshot shows a web form titled "Change Password" from Universal Service Administrative Co. The form includes a "Username" field with the value "lbray@mde.k12.ms.us", a "New Password" field with masked characters, and a "Confirm New Password" field. At the bottom, there are "CANCEL" and "SUBMIT" buttons.

**Universal Service
Administrative Co.**

Change Password

Please complete the form to change your password.

Username
lbray@mde.k12.ms.us

New Password
●●●●●●●●

Confirm New Password

CANCEL **SUBMIT**

Password Reset

The system will then take you to the Login screen.
Enter your username and password to access EPC.

A screenshot of a web login form. At the top is a yellow horizontal bar. Below it, the text "Username" is followed by a light blue input field containing "lbray2@mdek12.org". Below that, the text "Password" is followed by a light blue input field containing seven black dots. A blue link "Forgot password?" is positioned below the password field. At the bottom, a small grey box contains the text: "You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business".

Note: EPC Passwords are only valid for **60 days**, so you'll have to reset them often.

EPC – Login Information

EPC users and BEAR Form filers: If this is your first time logging in to One Portal, please read this information carefully.

USAC has added multifactor authentication (MFA) to increase the security of our Universal Service Fund (USF) IT applications. The first time you sign into an application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue **Continue** button below.
2. Click the **Forgot Password** link.
3. Enter your Username (your email address) and click **Reset via Email**.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.

After logging in, you will see USAC's new single portal application dashboard if you have access to more than one application. On this page you can access all of the USF applications associated with your log in. This means users no longer have to sign into multiple applications to interact with different USF programs.

From the dashboard, you can visit the "Settings" page to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

To learn more about USAC's MFA and to find a list of all USF IT applications included in the single portal, visit [USAC's website](#). If you cannot access the email associated with your account and need to set up a new log in, please contact your organization's USF administrator. If you need to reset your password, click the "forgot password" link. More detailed instructions are available in [this video](#).

Continue

EPC Verification - Page 1



Email Authentication

USAC requires multifactor authentication to add an additional layer of security when signing in to your account.

Email Address

[Send Email](#)

[Sign out](#)

EPC Verification - Page 2



Email Authentication

USAC requires multifactor authentication to add an additional layer of security when signing in to your account.

✔ Passcode has been sent to the following email address!

Email Address

L..y@mdek12.org

Enter passcode

[Re-send Email](#)

[Verify](#)

[Sign out](#)

EPC Dashboard



Universal Service
Administrative Co.

Sign Out

lbray@mde.k12.ms.us ▾

Dashboard

Upcoming Dates

10/28
2024 **FY2024 FCC
Form 486
Deadline
Reminder**

10/28
2024 **FY2023
Invoicing Filing
Deadline for
Recurring
Services**

10/29
2024 **In-Person E-
Rate Training in
Fayetteville,
Arkansas**

[see full calendar](#)

Schools and Libraries

E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

Help?

Send us a message


[Click here](#)

Call us


(888) 641-8722

Reports




News Tasks Records **Reports** Actions



Universal Service
Administrative Co.



All >

-  **Invoice Line Summary Status**
Report for pulling information about invoice lines created in the EPC system that the EPC user has access to. Reporting includes filters for the user to specify their search criteria and download the information to excel
-  **My Applicant Landing Page**
Applicant landing page
-  **My Submitted Modification Requests (RAL)**
Report for viewing all the submitted Modification RAL Request(s)

Landing Page

My Applicant Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [MISSISSIPPI DEPARTMENT OF EDUCATION!](#)

Pending Inquiries

Type

Application/Request

Funding Year

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

Notifications


Notification Type

Funding Year

Status All
 Generated
 Not Generated

News

News Tasks Records Reports Actions




Universal Service Administrative Co.

All >


- Updates
- Participating
- Kudos
- Starred

Click here to post...




SL NewsBriefs A new edition of the SL NewsBrief is available. This electronic publication will give you information about upcoming funding commitments, tips to help you through the application process, and other timely information.

Read this NewsBrief to learn about the upcoming FCC Form 486 webinar, URL changes to some legacy functions, and the IT Enhancement Feedback page.



NewsBrief Friday April 19 2019
PDF 28 KB


Friday, 2:14 PM ☆ 🔒 Comment



USAC's Internal System A new RFP document titled, Q and A Putnam City Schools associated with FCC Form 470 190020776 filed by PUTNAM CITY INDEPENDENT SCHOOL DISTRICT 1 was uploaded into the EPC system on 4/17/2019 9:40 AM CDT. This document is available for download by clicking on the FCC Form 470 record link below and then clicking on 'View RFP documents'.


[PC19-47003 - #190020...](#) [#139836 - PUTNAM CIT...](#)

Apr 17, 2019 ☆ 🔒 Comment



SL NewsBriefs A new edition of the SL NewsBrief is available. This electronic publication will give you information about upcoming funding commitments, tips to help you through the application process, and other timely information.

Read this NewsBrief to learn how to search the SL News Brief archive and how to respond to PIA review questions in EPC.



NewsBrief Friday April 12 2019
PDF 135 KB

Tasks

Shows current active tasks


The screenshot displays a web application interface for task management. At the top, a blue navigation bar contains the following tabs: News, Tasks (2), Records, Reports, and Actions. The 'Tasks (2)' tab is currently selected. On the left side, there is a sidebar with the logo for 'Training Universal Service Administrative Co.' and several filter options: 'Assigned to Me >', 'Sent by Me', 'Starred ☆', 'STATUS', 'Open ✕', 'DEADLINE', 'Overdue', 'Today', and 'Within 7 days'. The main content area features a search bar with the placeholder text 'Click here to send a task...'. To the right of the search bar is a dropdown menu labeled 'NEWEST'. Below the search bar, two task items are listed, each with a blue checkmark icon in a square box. The first task is 'Create FCC Form 470', assigned to 'Me' and completed '1 hour ago'. The second task is 'Edit Form 471 Application', also assigned to 'Me' and completed on 'Mar 29, 2019'.


Records

🔍 Search record types...


SEARCH


 **Appeals**
List of Appeals

 **Applicant Entities**
List of Applicant Entities


 **COMAD Outreach**
List of available organizations for COMAD outreach.


 **Consulting Firms**
List of Consulting Firms

 **Customer Service Cases**
List of Customer Service Cases

 **FCC Forms 470**
List of FCC Forms 470

 **FCC Forms 471**
List of FCC Forms 471


 **FCC Forms 486**
List of FCC Forms 486


 **FCC Forms 498**
List of FCC Forms 498


 **FCC Forms 500**
List of FCC Forms 500


 **FRN Cases**
Cases created for Committed Funding Requests


 **Funding Requests**
A list of all Funding Request Numbers (FRNs)


 **Knowledge Base Center**
E-rate help with FAQs, guidance documents, and videos

 **Legacy FCC Forms 500**
List of FCC Form 500s from Legacy System

 **Service Providers**
List of Service Providers


 **Service Substitutions**
List of Service substitution requests

 **SPIN Changes**
List of SPIN change requests.

 **Users**
Directory of users

Actions

News Tasks (2) Records Reports **Actions**









Training
Universal Service
Administrative Co.

All >
Starred ☆

APPLICATIONS

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

-  **Contact Us** ☆
Create a customer service case
-  **Create a Whistleblower Case** ☆
Use this function to report an instance of program rule violations, or waste, fraud and abuse.
-  **Export 'Entities Within Counties Eligible for FEMA Individual Disaster Assistance' Report, DA 19-15 (October 2017 Northern California Wildfire Waiver)** ☆
This report displays entities located in counties designated as eligible for Individual Assistance by FEMA. Entities located in these areas may be eligible for limited relief from certain E-rate requirements under the Northern California Wildfire Waiver.
-  **Export 'Entities Within Counties Eligible for FEMA Individual Disaster Assistance' Report, Wireline Competition Bureau Hurricane Relief Order, DA 17-984 (WCB Hurricane Relief Order)** ☆
This report displays entities located in counties designated as eligible for Individual Assistance by FEMA. Entities located within these areas may be eligible for limited relief from certain E-rate requirements under the WCB Hurricane Relief Order.
-  **Search and Export Certified FCC Form 471 Funding Request(s)** ☆
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.
-  **Search and Export Certified FCC Forms 470** ☆
This function allows you to search for certified FCC Forms 470 and export the results.

Creating Forms

My Applicant Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 10!

Pending Inquiries

Type

Application/Request

Funding Year

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extrn.	Status
No items available									

Notifications

Notification Type

Funding Year

Status All
 Generated
 Not Generated

Creating Forms

- 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
- 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.
- Form 486 - The Receipt of Service Confirmation and Children’s Internet Protection Act Certification Form is an FCC form that schools and libraries file to inform USAC that services have begun, and of their CIPA compliance.
- 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.

Form 470

News Tasks (2) Records Reports Actions



FCC Form 470 - Funding Year 2019

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

▼ Billed Entity Information

School District 10

100 Main Street

Natchez, MS 39120

555-555-3333

school.district10.user1@mailinator.com

Billed Entity Number: 132

FCC Registration Number: 1231231232

Application Nickname

Please enter an application nickname here. *

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Form 471

News Tasks (2) Records Reports Actions

Appian

SAVE DRAFT

FCC Form 471 - Funding Year 2019

School District 10 (BEN: 132)

Last Saved:

Basic Information Entity Information Funding Requests Certify

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

> FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

School District 10	Billed Entity Number: 132
100 Main Street	FCC Registration Number: 1231231232
Natchez, MS 39120	Applicant Type: School District
555-555-3333	
school.district10.user1@mailinator.com	

Application Nickname

Please enter an application nickname here. *

FCC Form 471 Help

Show Help

DISCARD FORM SAVE & CONTINUE

Form 471 Certification

Certification Confirmation

MISSISSIPPI DEPARTMENT OF EDUCATION (BEN: 128642) - CSpire Internet Circuits - FY22 - Form # 221017803

Last Saved: 3/14/2022 4:17 PM CDT

Basic Information

Entity Information

Funding Requests

Certifications

You have successfully filed FCC Form 471 #221017803 for FY 2022

Certification Date

3/14/2022 4:17 PM CDT

Authorized Person

Name Lee Bray

Title Mississippi - State E-Rate Coordinator (Consortia)

Employer MISSISSIPPI DEPARTMENT OF EDUCATION

Address 359 N WEST STREET, Suite 118
P.O. Box 771
JACKSON, MS 39205- 0771

Phone 601-359-5544

Email lbray@mdek12.org

Please click [here](#) to access your certified FCC Form 471 PDF

FCC Form 471 Help

Show Help

CLOSE

Form 471 Search Page

News Tasks (1) Records Reports Actions



Records / Applicant Entities

#128642 - MISSISSIPPI STATE DEPT OF ED

CREATE FCC FORM 470 CREATE FCC FORM 471 CREATE FCC FORM 486 ...

Summary Customer Service Modifications Additional Information Contracts **FCC Forms** FRN Appeals News Related Actions

Category FCC Form 471

FCC Forms 471

Funding Year 2017

- Status All
 Incomplete
 Certified
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
171037356	2017 MDE MPLS Consortium	2017	Committed	5/11/2017 9:53 AM CDT
171037606	2017 MDE MIS Consortium	2017	Certified	5/11/2017 9:45 AM CDT

Form 471 – Respond to Inquiries

News Tasks (1) **Records** Reports Actions



Records / FCC Forms 471

2017 MDE MIS Consortium - #171037606

 **RESPOND TO INQUIRIES** **SUBMIT MODIFICATION REQUES...**

Summary Funding Requests **Review Inquiries** Discount Calculation Entity Information News Related Actions

Pending Inquiries

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	↓	Due Date	Extn.	Status
No Pending Inquiries.											

Submitted Inquiries

Name	Outreach Type	Answered By	Assigned Date	↓	Answered Date
Eligibility of the Entities	Regular 15-Day Incomplete Response Reminder	Lee Bray	10/22/2017 10:41 PM CDT		10/23/2017 8:31 AM CDT
Eligibility of the Entities	Regular 15-Day	Lee Bray	10/20/2017 12:19 PM CDT		10/20/2017 1:30 PM CDT
Eligibility of Products and Services	Regular 15-Day Incomplete Response Reminder	Lee Bray	10/3/2017 1:19 PM CDT		10/4/2017 4:22 PM CDT
Requested Discount	Regular 15-Day	Lee Bray	10/2/2017 8:46 AM CDT		10/6/2017 1:32 PM CDT
Eligibility of the Entities	Regular 15-Day No Response Reminder	Lee Bray	10/2/2017 8:43 AM CDT		10/6/2017 4:39 PM CDT

5 items

Form 486

News Tasks (2) Records Reports Actions



SAVE DRAFT

Create FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Submitting Organization Details

School District 10
100 Main Street
Natchez, MS 39120
555-555-3333
school.district10.user1@mailinator.com

BEN: 132
FCC Registration Number: 1231231232

FCC Form 486 Details

Nickname *

Funding Year *

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

CANCEL

CONTINUE

Form 486 Certification

News Tasks Records Reports Actions

Certifier Information

You have successfully filed FCC Form 486 #279840 for FY 2022

[Click here to view and print the FCC Form 486](#)

Certification Date

7/11/2022 1:47 PM CDT

Authorized Person

Name Lee Bray

Title Mississippi - State E-Rate Coordinator (Consortia)

Employer MISSISSIPPI DEPARTMENT OF EDUCATION

Address 359 N WEST STREET, Suite 118
P.O. Box 771
JACKSON, MS 39205- 0771

Phone 601-359-5544

Email lbray@mdek12.org

Form 486 Notification Letter



FCC Form 486 Notification Letter

Lee Bray
MISSISSIPPI DEPARTMENT OF EDUCATION
359 NORTH WEST STREET SUITE 118
JACKSON, MS 39201

7/11/2022

FUNDING YEAR 2022: 7/1/2022 - 6/30/2023
FCC Form 486 Application Number: 279840
Applicant's FCC Form 486 Nickname: CSpire Circuits FY22

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted a certified FCC Form 486, Receipt of Service Confirmation Form, from you. Information about your commitment may have changed. Please review the [FCC Form 486 Notification Letter Report](#) to confirm the information you provided. This information is also being shared with the service provider(s) identified on each Funding Request Number (FRN).

Form 500

News Tasks (3) Records Reports Actions



SAVE DRAFT

Create FCC Form 500

School District 10 (BEN: 132)

General Information

Detailed Information

Certification

> Paperwork Reduction Act Submitting Organization Details

School District 10
100 Main Street
Natchez, MS 39120
555-555-3333
school.district10.user1@mailinator.com

BEN: 132
FCC Registration Number: 1231231232

Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior? *

YES NO

Nickname *

Contact Information

Main Contact Person *

Additional Landing Page

[Spin Changes](#)

[Service Substitution](#)

[Manage Users – Account Administrator Only](#)

[Manage Organizations](#)

[Entity Information](#)

[Customer Service Cases](#)

[FCC Forms and Post Commitment Request](#)

[USAC Website](#)

[Contact Us](#)

[Help](#)

BEN Modifications

News Tasks **Records** Reports Actions



Records / Applicant Entities

#128642 - MISSISSIPPI STATE DEPT OF ED

[MANAGE ORGANIZATION](#) [MANAGE ORGANIZATION RELATI...](#)

[Summary](#) [Customer Service](#) **[Modifications](#)** [Additional Information](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

▼ Modifications by User

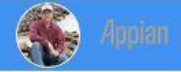
Modification Nickname	Modifier	Change Date	↓
Remove County	Lee Bray	1/10/2017 12:28 PM CST	
MDE	Lee Bray	9/3/2015 11:03 AM CDT	
Update063015	Lee Bray	6/29/2015 5:14 PM CDT	

▼ Modifications by System

Modification Nickname	Modifier	Change Date	↓	Pre-Post Update Data
Automated Profile Update	EPC System	9/26/2018 8:21 PM CDT		View Profile Changes

Contracts

News Tasks Records Reports Actions



Records / Applicant Entities

#128642 - MISSISSIPPI STATE DEPT OF ED



Summary Customer Service Modifications Additional Information **Contracts** FCC Forms FRN Appeals News Related Actions

Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
20602	4000-1	ATT 4000 - MPLS	11/30/2005	View
20592	4000-1	ATT 4000 - MIS	11/30/2005	View

District Information

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Contracts


FCC Forms – Submitted by District (2016 – present)

FRN Appeals

News – District only



Related Actions

District Information

News Tasks (4) **Records** Reports Actions 

Records / Applicant Entities

#132 - School District 10

 CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS 

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name	School District 10	Applicant Type	School District
Entity Number	132	Status	Active
FCC Registration Number	1231231232		

Contact Information

Physical Address	100 Main Street Natchez, MS 39120	Phone Number	555-555-3333
Mailing Address	100 Main Street Natchez, MS 39120	Email	school.district10.user1@mailinator.com
		Website URL	

Account Administrator

Name School District 10 User 1

General Contact

Name School District 10 User 1

Applicant Attributes


School District Sub-Type	<input checked="" type="checkbox"/> Public School District	Does this organization have an endowment?	No
	<input type="checkbox"/> Private School District		
	<input type="checkbox"/> Charter School District		
	<input type="checkbox"/> ESA School District		

State School Code

State LEA Code 28

NCES Public State

District Submitted FCC Forms

News Tasks Records Reports Actions  Appian

Records / Applicant Entities
#128642 - MISSISSIPPI STATE DEPT OF ED

CREATE FCC FORM 470 CREATE FCC FORM 471 CREATE FCC FORM 486 ...

Summary Customer Service Modifications Additional Information Contracts **FCC Forms** FRN Appeals News Related Actions

Category FCC Form 471


FCC Forms 471

Funding Year 2018

Status All
 Incomplete
 Certified
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
181026898	2018-19 MPLS	2018	Committed	3/20/2018 3:57 PM CDT
181027142	2018-19 MIS	2018	Committed	3/20/2018 4:00 PM CDT

District FRN Appeals

News Tasks Records Reports Actions  Applan

Records / Applicant Entities

#128642 - MISSISSIPPI STATE DEPT OF ED

Summary Customer Service Modifications Additional Information Contracts FCC Forms **FRN Appeals** News Related Actions

Appeals

Appeal Number	Request Status	Nickname	Created On	Created By
No items available				

District News

News Tasks Records Reports Actions



Records / Applicant Entities

#128642 - MISSISSIPPI STATE DEPT OF ED



Summary Customer Service Modifications Additional Information Contracts FCC Forms FRN Appeals News Related Actions



E-Rate Productivity Center Completed - Update Entity Profile Data from Review Process

This notification is to inform you that USAC has updated the EPC profile for your Billed Entity with the entity and discount data that was approved as part of your FY 2018 applications.

During the review of the FY 2018 applications, PIA reviewers gathered information regarding MISSISSIPPI STATE DEPT OF ED BEN: 128642 either by contacting you or using third party data sources, such as the state audited student and NSLP counts. We have ensured that either no updates were made to your profile by your staff since the FY 2018 application window closing or if there were any updates, we have got your confirmation for the profile update. Therefore, we have updated your entity's profile in EPC to match the discount and entity data from your approved FY 2018 applications.

The data in your profile will be used to automatically complete the parts of your FY 2019 E-rate applications regarding the discount rate and the entities in your organiza ...[More](#)

[#128642 - MISSISSIPPI ...](#)

Sep 27, 2018 ☆ 🔒 Comment



USAC's Internal System The entity, LUMBERTON PUBLIC SCHOOL DISTRICT, has been removed as a member of the MISSISSIPPI STATE DEPT OF ED for FY 2018. The entity can not be included on any E-rate forms filed by the consortium for FY 2018

[#128682 - LUMBERTO...](#) [#128642 - MISSISSIPPI ...](#)

Jul 27, 2018 ☆ 🔒 Comment




USAC's Internal System The entity, JACKSON COUNTY SCHOOL DISTRICT, has been removed as a member of the MISSISSIPPI STATE DEPT OF ED for FY 2018. The entity can not be included on any E-rate forms filed by the consortium for FY 2018

[#128706 - JACKSON CO...](#) [#128642 - MISSISSIPPI ...](#)


Jul 27, 2018 ☆ 🔒 Comment

Adding District Users

Located on School District page at top or from Related Actions

News Tasks (4) Records Reports Actions 

Records / Applicant Entities
#132 - School District 10

CREATE A NEW USER **ADD OR REMOVE EXISTING USERS** **MANAGE USER PERMISSIONS** 

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

Organization Details

Name	School District 10	Applicant Type	School District
Entity Number	132	Status	Active
FCC Registration Number	1231231232		

Contact Information

Physical Address	100 Main Street Natchez, MS 39120	Phone Number	555-555-3333
Mailing Address	100 Main Street Natchez, MS 39120	Email	school.district10.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 10 User 1
-------------	---------------------------


General Contact

Name	School District 10 User 1
-------------	---------------------------

Applicant Attributes



School District Sub-Type	<input checked="" type="checkbox"/> Public School District <input type="checkbox"/> Private School District <input type="checkbox"/> Charter School District <input type="checkbox"/> ESA School District	Does this organization have an endowment?	No
State School Code			
State LEA Code	28		
NCES Public State Code			

Manage User Permissions

News Tasks (4) Records Reports Actions 

Records / Applicant Entities

#132 - School District 10

 CREATE A NEW USER ADD OR REMOVE EXISTING USERS **MANAGE USER PERMISSIONS** 

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

Organization Details

Name	School District 10	Applicant Type	School District
Entity Number	132	Status	Active
FCC Registration Number	1231231232		

Contact Information

Physical Address	100 Main Street Natchez, MS 39120	Phone Number	555-555-3333
Mailing Address	100 Main Street Natchez, MS 39120	Email	school.district10.user1@mailinator.com
		Website URL	

Account Administrator

Name School District 10 User 1

General Contact

Name School District 10 User 1

Applicant Attributes

School District Sub-Type	<input checked="" type="checkbox"/> Public School District	Does this organization have an endowment?	No
	<input type="checkbox"/> Private School District		
	<input type="checkbox"/> Charter School District		
	<input type="checkbox"/> ESA School District		
State School Code			
State LEA Code	28		
NCES Public State Code			

Related Actions

Contains all actions need for district

- Add, create, and modify permission of a user
- Manage organization / relationships
- Create Forms
- Manage Contracts
- Upload Entity information
- Create appeals, spin changes and service substitutions
- Invoice deadline extensions

School Information

Summary

Customer service

Modifications

Additional information

Category Two Budgets

Contracts

FCC Forms

News

Related Actions

Manage Organization

Manage Annexes

Manage School Information

Allows you to manage information

- Name
- Location
- Student Count
- State Codes
- Federal Codes

Records / Applicant Entities

#134 - School District 10 School A

Summary Customer Service Modifications Additional Information Category Two Budget Contracts FCC Forms News **Related Actions**

Modify An Organization

Name *	<input type="text" value="School District 10 School A"/>	Organization Type	Applicant
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Physical Address

Address Line 1 *	<input type="text" value="700 South Street"/>	County	<input type="text"/>
Address Line 2	<input type="text"/>	Zip Code *	<input type="text" value="39121"/>
City *	<input type="text" value="Natchez"/>	Zip Code Extension	<input type="text"/>
State *	<input type="text" value="MS"/>	Click the button below to get standard USPS address	

Latitude / Longitude

User-entered Latitude ?	<input type="text"/>	Latitude ?	<input type="text"/>
User-entered Longitude ?	<input type="text"/>	Longitude ?	<input type="text"/>

Questions???



Where to Go For Help

State E-Rate Coordinator

- Lee Bray – 601-359-5544 / lbray@mdek12.org
- www.mdek12.org/OTSS/e-rate/

Client Service Center

- Call – 1-888-203-8100
- They are extremely knowledgeable and can see the “backend”

USAC’s EPC Website: www.usac.org/e-rate/

- Contains FAQs
- User Guides
- Video Tutorials