**2018 BOOTCAMP AT THE BEACH**

Calabash Fire Department Community Room

892 Persimmon Road, Calabash, NC 28467

July 18-20, 2018 (9am – 4pm)

**DAY 1**

**9 am to 10:30 am**

1. Introductions
2. A Typical Year in E-rate – Deadlines / Dates
3. Application Process Overview
4. The Digital Learning Plan (DLP)

**10:30 am to 10:45 am**

“Schmoozing” & Coffee BREAK

**10:45 am to 11:45 am (BREAK OUT SESSION #1 *for Charter Schools*)**

1. E-rate Productivity Center (EPC Portal) Overview
2. Getting Ready to Apply
3. Establish Needs Assessment/Procurement Schedule/Evaluation Criteria

**11:45 – 1:00 pm LUNCH on your OWN**

**1:00 pm – 2:30 pm (BREAK OUT SESSION #2 *for Charter Schools)***

1. Leased On-Premise Equipment Eligibility Requirements
2. State Master Contracts (SMC), Cooperative Purchasing Agreements (CPA),

Government Service Agency (GSA) Contracts, and the Mini-Bid Process Requirements

**2:30 pm to 2:45 pm** Convenience Break

1. Form 470/RFP – who you are and what you want
2. Form 470 Response Process and Evaluation

**DAY 2**

**9 am to 10:30 am**

1. Day 1 Review
2. Manage Contracts Module
3. Manage Entity Module and EDDIE

**10:30 am to 10:45 am**

“Schmoozing” & Coffee BREAK

**10:45 am to 11:45 am**

1. Manage Connectivity Module
2. Sample Memo to File
3. Mini-bid sample for NCDPI Category 2 Wi-Fi Initiative

**11:45 – 1:00 pm LUNCH on your OWN**

1. Sign Contract(s)
2. Receipt Acknowledgement Letter (RAL) from SLD
3. Program Integrity Assurance and Other Reviews
4. Funding Commitment Decision Letter (FCDL) from SLD

**2:30 pm to 2:45 pm** Convenience Break

**DAY 2 Continued**

**2:45 pm to 4: 00 pm**

1. Form 486 – Service Start Date/ CIPA Compliance
2. Form 498 – USAC Remittance and Payments
3. Form 472 – Billed Entity Applicant Reimbursement (BEAR)
4. Form 500 – Funding Commitment Adjustment Request

DAY 3

**9 am – Noon**

1. Program Compliance
2. The Commitment Adjustment (COMAD)
3. Appealing a Decision
4. Special Topic: Lit, Dark and Self-Provisioned Fiber