

Fall 2020

E-RATE

# EPC Overview and the Administrative Window



# Training Topics

E-RATE



1. EPC Overview and One Portal
2. EPC Administrative Window
3. Updating Parent and Child Organization Profiles
4. Changes to FY2021 Entity Profiles

## EPC and One Portal



# Browsers

The supported Web browsers are listed below.  
Web browsers must allow cookies. If a user's browser is not configured to allow cookies, then the system will display an alert stating that cookies must be enabled in order to log in.

Microsoft Edge    Microsoft Internet Explorer 11

Mozilla Firefox    Google Chrome

Apple Safari

# What we will review in EPC

E-RATE

1. What is the E-rate Productivity Center (EPC)?
2. Logging into EPC
3. New Users: Terms and Conditions
4. My Landing Page
5. Navigation Bar
6. Your EPC Entity Profile



## E-rate Productivity Center (EPC)

- What is EPC?
  - Account and application management portal
  - Manage program processes, receive notifications, and contact customer service.
- What can you do in EPC?
  - File most program forms
  - Maintain a list of your related entities
  - Update entity information
  - **Account Administrators** can add users on their organization's account and assign them rights (permissions) to file program forms.



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## NEW EPC USERS: Terms and Conditions

- In order to access EPC functions, **every user must accept Terms & Conditions.**
- New user accounts are considered inactive and will not have access to anything within EPC until the Terms & Conditions are accepted.
- When a new user is created from an organization, the new user will not appear under the organization's profile until they have accepted the Terms and Conditions.



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# One Portal

# E-RATE



Sign Out

rebecca.martin@dpi.nc.gov ▾

## Dashboard

### Upcoming Dates

No upcoming dates found.

### Schools and Libraries

**E-rate Productivity Center (EPC)** - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

**FCC Form 472 (BEAR)** - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.

### Help?

**Send us a message**  
[Click here](#)

**Call us**  
(888) 641-8722





# My Landing Page

# E-RATE

## My Landing Page



Welcome, Library System 13001!

### Notifications

Notification Type *Please select a value*

Funding Year *-- Select a Funding Year --*

Status  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available.				

### My Entities

Entity	Entity Number	City	State	Zip Code
Library System 13001	8810	Washington	DC	20036
Library 1 in System 13001	9077	Alexandria	VA	23257
Library 2 in System 13001	9079	Alexandria	VA	23687
Library 3 in System 13001	9081	Alexandria	VA	23171
Library 4 in System 13001	9083	Alexandria	VA	23159

< 1 - 5 of 11 >

### Customer Service Cases



# My Entities

# E-RATE

Universal Service Administrative Co.

Welcome, Library System 13001

Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**My Entities**

Entity	Entity Number	City	State	Zip Code
Library System 13001	8810	Washington	DC	20036
Library 1 in System 13001	9077	Alexandria	VA	23257
Library 2 in System 13001	9079	Alexandria	VA	23687
Library 3 in System 13001	9081	Alexandria	VA	23171
Library 4 in System 13001	9083	Alexandria	VA	23159

1 - 5 of 11 >

Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
---------	-------	----------	--------	--------------



# Customer Service Cases

# E-RATE

## My Entities

Entity	Entity Number	City	State	Zip Code
Library System 13001	8810	Washington	DC	20036
Library 1 in System 13001	9077	Alexandria	VA	23257
Library 2 in System 13001	9079	Alexandria	VA	23687
Library 3 in System 13001	9081	Alexandria	VA	23171
Library 4 in System 13001	9083	Alexandria	VA	23159

< 1 - 5 of 11 >

## Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
2400341	FCC Form 472 - BEAR	kugulyguig	Pending	6/22/2016 5:40 PM EDT
2400373	FCC Form 471	status form 471	Pending	2/21/2017 4:26 PM EST
2400403	Service Providers	Nickname For Test CS Case	Pending	4/12/2018 5:32 PM EDT

## FCC Forms and Post-Commitment Requests

FCC Forms

Post-Commitment Requests

Form Type

Funding Year

Status  All

Incomplete

Certified

Nickname	Application Number	Funding Year	Status
No items available			



# FCC Forms and Post-Commitment Requests

# E-RATE

Library System 13001	8810	Washington	DC	20036
Library 1 in System 13001	9077	Alexandria	VA	23257
Library 2 in System 13001	9079	Alexandria	VA	23687
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< 1 - 5 of 11 >

## Customer Service Cases

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## FCC Forms and Post-Commitment Requests

FCC Forms

Post-Commitment Requests

Form Type:

Funding Year:

Status:  All

Incomplete

Certified

Nickname	Application Number	Funding Year	Status
No items available			



# Navigation Bar

# E-RATE

**My Landing Page**

Universal Service Administrative Co.

Welcome, Library System 13001

**Notifications**

Notification Type:

Funding Year:

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**My Entities**

Entity	Entity Number	City	State	Zip Code
Library System 13001	8810	Washington	DC	20036
Library 1 in System 13001	9077	Alexandria	VA	22257
Library 2 in System 13001	9079	Alexandria	VA	22687
Library 3 in System 13001	9081	Alexandria	VA	22171
Library 4 in System 13001	9083	Alexandria	VA	22159

1 - 5 of 11 >

**Customer Service Cases**

Case ID	Topic	Nickname	Status	Date Created
2400341	FCC Form 472 - BEAR	isp/ispig	Pending	6/22/2016 5:40 PM EDT
2400373	FCC Form 471	status form 471	Pending	2/21/2017 4:26 PM EST

# Navigation Bar

# E-RATE

News Tasks (143) Records Reports Actions

## My Landing Page

Universal Service Administrative Co.

Welcome, [Library System 13001](#)!

**Notifications**

Notification Type *Please select a value*

Funding Year *-- Select a Funding Year --*

Status  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

## My Entities

Entity	Entity Number	City	State	Zip Code
Library System 13001	8810	Washington	DC	20036
Library 1 In System 13001	9077	Alexandria	VA	23257
Library 2 In System 13001	9079	Alexandria	VA	23687
Library 3 In System 13001	9081	Alexandria	VA	23171
Library 4 In System 13001	9083	Alexandria	VA	23159



# News Feed

# E-RATE

In the darker blue bar at the top, click on “NEWS” to view information

The screenshot shows the E-RATE News Feed interface. At the top, there is a navigation bar with tabs for News, Tasks (148), Records, Reports, and Actions. A 'Working...' status indicator is visible. Below the navigation bar, there is a search bar and a sidebar with options like 'All >', 'Updates', 'Participating', 'Kudos', and 'Starred'. The main content area displays a list of news items, each with a date, a title, and a brief description. The first item is dated Sep 4, 2018, and is titled 'USAC's Internal System'. The second item is dated Aug 23, 2018, and is titled 'E-rate Productivity Center'. The third item is dated Jul 10, 2018, and is titled 'USAC's Internal System'. The fourth item is dated Jul 10, 2018, and is titled 'USAC's Internal System'.



# Tasks

# E-RATE

News Tasks (143) Records Reports Actions

Click here to send a task...

NEWEST

- Me  
Certifier Information for FCC Form 471 # 181000013  
Yesterday, 12:05 AM
- Me, FirstName LastName, FirstName LastName, 4 others...  
Create FCC Form 471 - 181000085 - FY2018 MIBS  
Yesterday, 12:19 AM
- Me  
Certifier Information for FCC Form 471 # 161003272  
Sunday, 12:28 AM
- Me, FirstName LastName, FirstName LastName, 4 others...  
Create FCC Form 471  
Sunday, 12:21 AM
- Me, FirstName LastName, FirstName LastName, 4 others...  
Create FCC Form 471 - 161000276 - Tom test 1-5-16  
Sunday, 12:00 AM
- Me, FirstName LastName, FirstName LastName, 4 others...  
Create FCC Form 471 - 161000373 - Edit/Delete/Modify/ Ane Shelton/ Library System/ C2 IC /  
Created by Kristi P./ ls\_user\_13001\_1@mailinator.com-USACuser1235/ BEN 8810  
Sunday, 12:00 AM
- Me, FirstName LastName, FirstName LastName, 4 others...  
Create FCC Form 471  
Sunday, 12:00 AM
- Me, FirstName LastName, FirstName LastName, 4 others...





# Records

# E-RATE

The screenshot shows a web application interface with a blue header bar containing navigation tabs: News, Tasks (143), Records (selected), Reports, and Actions. A user profile icon is visible in the top right corner. On the left side, there is a logo for 'Universal Service Administrative Co.' and a link labeled 'All ▶'. The main content area displays a list of record categories, each with a small icon and a title:

- 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



# Reports

# E-RATE

The screenshot shows a web application interface for E-RATE reports. At the top, there is a blue navigation bar with the following tabs: News, Tasks (143), Records, Reports (which is the active tab), and Actions. A user profile icon is visible in the top right corner of the navigation bar. Below the navigation bar, the page is divided into two main sections. On the left, there is a sidebar containing the logo for Universal Service Administrative Co. and a search box labeled "Search reports" with a magnifying glass icon. Below the search box, there is a link labeled "All >". On the right, there are two report cards, each with a small bar chart icon. The first card is titled "My Landing Page" with the subtitle "Applicant landing page". The second card is titled "My Submitted Modification Requests (RAL)" with the subtitle "Report for viewing all the submitted Modification RAL Request(s)".



# Actions

# E-RATE

News Tasks (143) Records Reports **Actions**

Universal Service Administrative Co.

All >

Starred ☆

APPLICATIONS

- EPC Customer Service (2)
- EPC Disaster Reports (1)
- 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, 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.



# Billed Entity Profile Page

# E-RATE

**My Landing Page**

 **Universal Service Administrative Co.**

Welcome, Library System 13001!

**Notifications**

Notification Type:

Funding Year:

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**My Entities**

Entity	Entity Number	City	State	Zip Code
Library System 13001	8810	Washington	DC	20036
Library 1 In System 13001	9077	Alexandria	VA	23257
Library 2 In System 13001	9079	Alexandria	VA	23687
Library 3 In System 13001	9081	Alexandria	VA	23171
Library 4 In System 13001	9083	Alexandria	VA	23159

1 - 5 of 11 >

▼ Customer Service Cases



# Manage Entities

# E-RATE

News Tasks (150) **Records** Reports Actions

Records Applicant Entities  
**#8810 - Library System 13001**

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

<b>Name</b>	Library System 13001	<b>Applicant Type</b>	Library System
<b>Entity Number</b>	8810	<b>Status</b>	Active
<b>FCC Registration Number</b>	0011899028		

### Contact Information

<b>Physical Address</b>	2000 L ST, Suite 200 Washington, DC 20036	<b>Phone Number</b>	202-263-1613
<b>Mailing Address</b>	2000 L ST, Suite 200 Washington, DC 20036	<b>Email</b>	ftheobald@usac.org
		<b>Website URL</b>	

### Account Administrator

**Name** Ane Shelton

### General Contact

**Name** Ane Shelton

### Applicant Attributes

**Library System Sub-Type**  Public Library System  Private Library System

### Main Library Branches

Library 1 in System 13001 (Entity Number 9077) Alexandria, VA



# Manage Entities

# E-RATE

News Tasks (150) Records Reports Actions

Records > Applicant Entities

## #8810 - Library System 13001

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** Library System 13001  
**Entity Number** 8810  
**FCC Registration Number** 0011899028

### Contact Information

**Physical Address** 2000 L ST, Suite 200  
Washington, DC 20036  
**Mailing Address** 2000 L ST, Suite 200  
Washington, DC 20036

### Account Administrator

**Name** Ane Shelton

### General Contact

**Name** Ane Shelton

### Applicant Attributes

**Library System Sub-Type**  Public Library System  Private Library System

### Main Library Branches

Library 1 in System 13001 (Entity Number 9077) Alexandria, VA

Applicant Type: Library System  
Status: Active  
Phone Number: 202-263-1613  
Email: rtheobald@usac.org  
Website URL:

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request
- Create Service Substitution Request



# Updating Parent and Child Entity Profiles

# All Entities:

## E-RATE

- **FCC Registration Number**

- Verify that the FCC Registration Number (FCC RN) for your billed entity is correct.
- If you are a school district or library system, you do not need FCC RNs for each of your individual schools or library branches.

- **Contact information**

- Verify the name, physical address, mailing address, and other contact information for the billed entity and its child entities (individual schools in a school district or library branches in a library system).

- **New entities**

- For each new entity that is currently missing in your organization's profile, USAC must create the entity for you.





# Schools:

## E-RATE

### Update Your Organization and Child Organization Profiles!

#### **Independent school/school district student counts**

- Review the student counts for each of your schools and update as necessary.
- Starting with FY2021, we will collect two student counts:
  - The first, for the purpose of calculating the discount, is reported at the individual school level.
  - The second, for the purpose of calculating the Category Two (C2) budget, can be reported at the individual school level or at the school district level. This count is fixed for the five-year cycle and will not need to be updated until FY2026, unless you choose to do so.
- For each new school entity that is currently missing in your organization's profile, USAC must create the entity for you.



# How to Update a Parent Entity Profile

# E-RATE

From the landing page, click the parent entity name, either from the Welcome message at the top of the page or the first entry in the **My Entities** section.

My Applicant Landing Page

Training  
Universal Service  
Administrative Co.

Welcome, School District 400100!

Pending Inquiries

Type: -- Select a Type --  
Application/Request: -- Enter an Application/Request ID or Nickname --  
Funding Year: -- Select a Funding Year --

APPLY FILTERS CLEAR FILTERS

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: Please select a value  
Funding Year: -- Select a Funding Year --  
Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities


Entity	Entity Number	City	State	Zip Code
School District 400100	17308	Washington	DC	20005
School 1 In District 400100	18006	DC	DC	20005
School 2 In District 400100	18007	DC	DC	20005
School 3 In District 400100	18008	DC	DC	20005



# How to Update a Parent Entity Profile

E-RATE

**My Applicant Landing Page**

 Training  
**Universal Service  
Administrative Co.**

[Funding Request Report](#)  
[Form 500](#) | [SPIN Change](#)  
[Help](#)

Welcome, [School District 400100!](#)

**Pending Inquiries**

Type  Application/Request

Funding Year



# How to Update a Parent Entity Profile

E-RATE

### Notifications

Notification Type *Please select a value* ▼

Funding Year *-- Select a Funding Year --* ▼

Notification	Description	Issued Date
No items available		

### My Entities

Entity	Entity Number
School District 400100	17308
School 1 In District 400100	18006
School 2 In District 400100	18007
School 3 In District 400100	18008



# How to Update a Parent Entity Profile

# E-RATE

- From the parent entity's profile page, choose **MANAGE ORGANIZATION**.
  - You can also choose **Related Actions** and then choose **Manage Organization** from the resulting list.

Records / Applicant Entities  
#17308 - School District 400100

[MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#)

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

### Organization Details

<b>Name</b>	School District 400100	<b>Applicant Type</b>	School District
<b>Entity Number</b>	17308	<b>Status</b>	Active
<b>FCC Registration Number</b>	0123456789		

### Contact Information

<b>Physical Address</b>	700 12th St NW #900 Washington, DC 20005	<b>Phone Number</b>	123-456-7890
<b>Mailing Address</b>	700 12th St NW #900 Washington, DC 20005	<b>Email</b>	sd_400100@testmail.usac.org
		<b>Website URL</b>	

### Account Administrator

An Account Administrator has not been indicated.

### General Contact

A General Contact has not been indicated.



# How to Update a Parent Entity Profile

# E-RATE

- You can then update many of the fields in the organization's entity profile.

Records / Applicant Entities  
#17308 - School District 400100

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

### Modify An Organization

**Name \***  
School District 400100

**Organization Type**  
Applicant

**Physical Address**

**Address Line 1 \***  
700 12th St NW #900

**Address Line 2**

**City \***  
Washington

**State \***  
DC

**Zip Code \***  
20005

**Zip Code Extension**

**County \***  
Please select a County

Please ensure that the address, city, state, and zip code are correct



# How to Update a CHILD Entity Profile

# E-RATE

From the landing page's **My Entities** section, click the child entity name.

The screenshot shows the 'My Applicant Landing Page' for the Universal Service Administrative Co. (USAC). The page includes a navigation menu with links for 'Funding Request Report', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', 'Appeal', 'IDD Extension', 'FCC Form 500', 'SPIN Change', 'Service Substitution', 'Manage Organizations', 'USAC Website', and 'Contact Us Help'. The user is logged in as 'School District 400100'. The 'Pending Inquiries' section has filters for 'Type' and 'Funding Year', and an 'Application/Request' search field. Below this is a table with columns: Application/Request Number, Type, Nickname, Inquiry Name, Outreach Type, Date Sent, Due Date, Extn., and Status. The table is currently empty. The 'Notifications' section has filters for 'Notification Type' and 'Funding Year', and a 'Status' filter with options for 'All', 'Generated', and 'Not Generated'. Below this is another empty table with columns: Notification, Description, Issued Date, Generated By, and Generated On. The 'My Entities' section contains a table with columns: Entity, Entity Number, City, State, and Zip Code. The table lists four entities, with 'School 1 In District 400100' highlighted by a red box.

Entity	Entity Number	City	State	Zip Code
School District 400100	17308	Washington	DC	20005
School 1 In District 400100	18006	DC	DC	20005
School 2 In District 400100	18007	DC	DC	20005
School 3 In District 400100	18008	DC	DC	20005



# How to Update a CHILD Entity Profile

# E-RATE

- From the child entity profile, click **MANAGE ORGANIZATION**.
  - You can then update the child entity in the same way you updated the parent entity.

The screenshot shows a web interface for managing an organization. At the top, there is a breadcrumb trail: 'Records / Applicant Entities'. The main title is '#18006 - School 1 In District 400100'. In the top right corner, there is a blue button labeled 'MANAGE ORGANIZATION' with a gear icon, which is highlighted with a red rectangle. Below the title, there is a navigation menu with tabs: 'Summary' (selected), 'Additional Information', 'Category Two Budget', 'Contracts', 'FCC Forms', 'News', and 'Related Actions'. The main content area is divided into three sections: 'Organization Details', 'Contact Information', and 'Applicant Attributes'. Each section contains various fields and their values.

Organization Details	
Name	School 1 In District 400100
Entity Number	18006
FCC Registration Number	0123456789
Applicant Type	School
Status	Active

Contact Information	
Physical Address	700 12th St NW #900 DC, DC 20005 District Of Columbia
Mailing Address	700 12th St NW #900 DC, DC 20005 District Of Columbia
Phone Number	123-456-7890
Email	s1_in_sd_400100@testmail.usac.org
Website URL	

Applicant Attributes	
Latitude	Not Found
Longitude	Not Found
Urban/Rural Status	Not Found
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K
User-Entered Latitude	
User-Entered Longitude	
User-Entered Urban/Rural Status	Rural
Community	No





Fall 2020

E-RATE

# Changes to FY2021 Entity Profiles



# Entity Profiles-Section Changes

E-RATE

- Parent and child entity attributes section now consistently labeled **Applicant Information**
- Layout improved for readability
- New section added for **C2 Budget Information** for both schools and libraries
- Student counts for school districts
  - Entered separately for discounts and C2 budgets
  - School districts can enter one number on the school district profile for C2 budget purposes.



# Entity Profiles

E-RATE

## School District Information

### Applicant Information

- School District Sub-Type**
- Public School District
  - Private School District
  - Charter School District
  - ESA School District

**State School Code** 1060

**State LEA Code**

**NCES Public State Code**

**NCES Public District Code**

**NCES Public Building Code**



# Entity Profiles

# E-RATE

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**How does the district report its student count for Category Two budget?**

One number for my whole district

A number for each school in the district

**Sum of Student Counts of all Schools in the District**  
1418

**School Information**

Entity Number or Name

Entity Number	Entity Name	Total Students for C2 Budget	Is the student count estimated?	Eligible for C2 budget?
		178	N/A	✓
		305	No	✓
		415	No	✓
		520	No	✓

## School District C2 Budget Section

# Entity Profiles

E-RATE

**Options:** Report one student count number for the school district or allow EPC to total the individual school student counts.

**NOTE:** For school districts with 10 or fewer schools, we recommend that you enter your student counts individually by school to maximize the number of options available for your C2 budget calculation.

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we count from year to year within a Category Two budget cycle, so this number needs to be

**How does the district report its student count for Category Two budget?** ⓘ

- One number for my whole district
- A number for each school in the district













**Sum of Student Counts of all Schools in the District**

**1418**



# Entity Profiles

**NOTE:** The **Eligible for C2 budget?** column indicates each school that can be included in the school district's C2 budget calculation (i.e., it features a positive student count or the student count for that subtype of school can be zero).

Entity Number	Entity Name	Total Students for C2 Budget	Is the student count estimated? 	Eligible for C2 budget ?
		178	N/A	
		305	No	
		415	No	
		520	No	

# Entity Profiles (Child)

# E-RATE

School or child entity profiles.

## Applicant Information

<b>Latitude</b>	Not Found	<b>User-Entered Latitude</b>	
<b>Longitude</b>	Not Found	<b>User-Entered Longitude</b>	
<b>Urban/Rural Status</b>	Not Found	<b>User-Entered Urban/Rural Status</b>	Urban
<b>School Sub-Type</b>	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> Swing Space <input type="checkbox"/> Detention Center <input type="checkbox"/> General-Use School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE <input type="checkbox"/> ESA School District with no Schools	<b>Community Eligibility Program (CEP)?</b>	No
		<b>Alternative Discount Method</b>	None
		<b>Does this organization have an endowment?</b>	No
		<b>Number of Full Time Students</b>	178
		<b>Total Number of Students Eligible for National School Lunch Program (NSLP)</b>	108
<b>Is this school part of a school district?</b>	Yes		



# Entity Profiles (Child)

E-RATE

## School C2 Budget

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**Total Students for C2** 178  
**Budget**





# Entity Profiles (Libraries)

E-RATE

## Applicant Information

Library System Sub-Type  Public Library System  
 Private Library System

## Category Two Budget Information

Sum of Square Footage of All Libraries in the System 87500


## Main Library Branch



# Entity Profiles (Libraries)

E-RATE

For library systems, EPC calculates the total square footage of the system's library branches.

Applicant Information	
Latitude	Not Found
Longitude	Not Found
Urban/Rural Status	Not Found
Library Sub-Type	<input checked="" type="checkbox"/> Public Library
	<input type="checkbox"/> Private Library
	<input type="checkbox"/> Academic
	<input type="checkbox"/> Research
	<input type="checkbox"/> Tribal Library
	<input type="checkbox"/> Bookmobile
	<input type="checkbox"/> Kiosk
	<input type="checkbox"/> New Construction Library
	<input type="checkbox"/> Main Branch
	<input type="checkbox"/> State Library Agency - Library
	User-Entered Latitude
	User-Entered Longitude
	User-Entered Urban/Rural Status
	Urban
	Is this library part of a library system?
	Yes
Category Two Budget Information	
Square Footage	3000 



# Entity Profiles

E-RATE

## Added, Modified, and Deleted Fields

### ■ Added and modified fields

- Full-time students – discount and C2 budget student counts entered separately
- “Aggregating” school district – can report a single number for school district student count total
- Community Eligibility Provision (CEP) base year
- Estimated student count for new school construction – estimate not allowed for large school districts (>10 schools)
- Library square footage – must be greater than zero to be included in the C2 budget calculation

### ■ Deleted fields – no longer relevant for C2 budget calculation

- Part-time student count
- Peak part-time student count
- IMLS locale code



# New School Entity Types

E-RATE

## General-use school

- A school that offers instruction to students drawn from other schools
- Student counts may change throughout a school year
- Can be magnet schools, vocational schools, or other schools that don't have a consistent population assigned to that school
- Different students may cycle through the school facility at different times of the year.
- The following organizations may be or may support a "General use school":  
ESA (Educational Service Agency), Special Education unit, "time out" schools, computer center, career center, or Outward Bound.
- Can have zero or greater student count



# New School Entity Types

E-RATE

## Detention center

- Treated in the same way as Juvenile Justice
- Eligible for funding if that state's law includes education for students in juvenile justice facilities within its definition of elementary and/or secondary education
- Can have zero or greater student count



# New School Entity Types

E-RATE

## Swing space

- Entity that temporarily houses students from a school which is considered the "main entity" or original location of the student population
- The student population from the "main entity" may require a transfer to the swing space for a variety of reasons – e.g., main entity permanently or temporarily closed, under construction, or revamping their technological infrastructure
- Additional space is also allowable, e.g., trailers on school grounds
- Can only have zero student count

**NOTE:** Juvenile justice and new construction are the two existing entity subtypes that, along with these other three, can have a zero student count and still be included in the C2 budget calculation.



# Tips for Admin Window

E-RATE

## **Contract records**

- These can be created after the admin window closes.

## **FY2020 RAL requests and appeals**

- File these requests BEFORE you add new entities to your profile, or new entity sub-types to existing entities. This will speed our processing of these requests.

## **C2 budget tool**

- This tool will show updated C2 budgets the day after you change your profile information.

## **School districts with ten or fewer schools**

- We recommend that you enter your student counts individually by school to maximize the number of options available for your C2 budget calculation.



# Q&A





# What's Next?



# Resources

E-RATE

- NC E-rate Website: <https://erate.fi.ncsu.edu/>
- [2021 E-rate Handbook](#)
- [Usac.org/e-rate](https://usac.org/e-rate)
- Rebecca, Roxie and Mike!

Content courtesy of Universal Administrative Company, [usac.org](https://usac.org).

