

EPC Overview and the Administrative Window



Training Topics



1. EPC Overview and One Portal

- 2. EPC Administrative Window
- 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

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 Users: Terms and Conditions **E-RATE**

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

Universal Service Administrative Co.

rebecca.martin@dpi.nc.gov 🗸

Sign Out

E-RATE

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

My Landing Page Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | SPIN Change | Service Substitution | Hurricane Impact Designation | Manage Users | Manage Organizations | USAC Website | Contact Us | Help **GININ** Universal Service Administrative Co. Welcome, Library System 130011 Notifications Status @ O All Notification Type Please select a value Generated **Funding Year** . 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. 23687 Library 2 In System 13001 Alexandria 5075 VA Library 3 In System 13001 9081 Alexandria VA. 23171 Library 4 In System 13001 1083 Alexandria VA. 23159 1-5 of 11 3

~ Customer Service Cases



My Entities

| otifications | | | | | |
|--|---------------------------|-----------------------|--------------------|-----------|-------|
| Notification Type | Pleine select à infar | • | Status Ø O All | | |
| Funding Year | - Select & Funding Year - | • | 🚫 Not Genera | ted | |
| Notification | Description | Issued Date | Generated By | Generated | On |
| Library System 13001 | | 8810 | Washington | DC | 20036 |
| Entity | | Entity Number 8810 | City Washington | State | 20036 |
| the second second second | | 9077 | Alexandria | VA | 23257 |
| | 001 | | | | 22224 |
| Library 1 In System 130 | | 9079 | Alexandria | VA | 23687 |
| Library 1 in System 130 Library 2 in System 130 | 201 | | Alexandria | VA. VA | 23687 |
| Library 1 in System 130 Library 2 in System 130 Library 3 in System 130 Library 4 in System 130 | 101 101 | 9079 | | | |



Customer Service Cases

E-RATE

My Entities

| Funding Year | | | | | |
|------------------------|-----------------------|---------------------------|--------------|----------------------------|-------------|
| | Select a Funding Year | | | | |
| Form Type | FCC Form 470 | | Certified | | |
| Post-Commitment Re | equests | | Incomplete | | |
| FCC Forms | | | Status 🔘 All | | |
| FCC Forms an | nd Post-Commitment R | equests | | | |
| 2400403 | Service Providers | Nickname For Test CS Case | Pending | 4/12/2018 5 | 32 PM EDT |
| 2400373 | FCC Form 471 | status form 471 | Pending | Pending 2/21/2017 4:26 P | |
| 2400341 | FCC Form 472 - BEAR | kugulyguig | Pending | ding 6/22/2016 5:40 PM EDT | |
| Case ID | Topic | Nickname | Status | Date Created | |
| Customer Se | | | | | |
| | | | | | < 1-5 of 11 |
| Library 4 In System 13 | 001 | 9083 | Alexandria | VA | 23159 |
| Library 3 In System 13 | 001 | 9081 | Alexandria | VA | 23171 |
| Library 2 in System 13 | 001 | 9079 | Alexandria | VA | 23687 |
| Library 1 in System 13 | 001 | 9077 | Alexandria | VA | 23257 |
| Library System 13001 | | 8810 | Washington | DC | 20036 |
| | | Entity Number | City | State | Zip Code |



FCC Forms and Post-Commitment Requests

| Nickname | Application Nur | nber | Funding Year | | Status | |
|---------------------------------|--------------------------------|---------------------------|-------------------------------|-----------------------|-----------------------|--|
| Funding Year | Select a Funding Year | • | | | | |
| Form Type | FCC Form 470 | | Certified | | | |
| FCC Forms Post-Commitment Re | | | Status O All | | | |
| | nd Post-Commitment Reg | | - crong | | | |
| 2400403 | Service Providers | Nickname For Test CS Case | Pending | 4/12/2018 5:32 PM EDT | | |
| 2400373 | FCC Form 471 status form 471 | | Pending | 2/21/2017 4 | 126 PM EST | |
| 2400341 | FCC Form 472 - BEAR kugulyguig | | Pending | 6/22/2016 5 | 6/22/2016 5:40 PM EDT | |
| Case ID | Торіс | Nickname | Status | Date Creat | ed | |
| Customer Se | rvice Cases | | | | | |
| | | | | | < 1-5 of 11 > | |
| ibrary 4 in System 13 | 001 | 9083 | Alexandria | VA | 23159 | |
| lbrary 3 in System 13 | 001 | 9081 | Alexandria | VA | 23171 | |
| Jbrary 2 in System 13 | 001 | 9079 | Alexandria | VA | 23687 | |
| Jibrary 1 In System 13 | 001 | 9077 | Alexandria | VA. | 23257 | |



Navigation Bar

| | Universal Service Administrative Co. | - Ch | nding Request Report 1 FCC Form 470 ange 1 Service Substitution Hurrica gamizations USAC Website Contact | ne Impact Designation | Form 486 Appeal PCC Form 500 SPIN > Manage Users Manage |
|--------------------|---|---------------|--|-----------------------|--|
| Notificatio | 15 | | | | |
| Notification 1 | ype Proceeding a salar | | Status @ O All Generated | | |
| Funding | ear - Sensue Newlog nor - | | O Not Generales | | |
| Notificat | on Description | issued Date | Generated By | Generate | d On |
| | | No form ava | lable | | |
| My Entities | | | | Þ | |
| Entity | | Entity Number | City | State | Zip Code |
| Litrary System I: | 8005 | 8810 | Washington | DC | 20096 |
| Library 1 in Syste | n: 13001 | 9077 | Alexanidria | VA . | 23257 |
| Library 2 In Sym | m.13001 | 9079 | Alexandria | 394 | 29687 |
| Library 3 in Spile | n 13001 | 9081 | Alexandria | 304 | 233.71 |
| Library 3 to Syste | et 13001 | 9083 | Alexandria | 14 | 23159 |
| | | | | | 1-5 of 11 3 |
| | Service Cases | | | | |
| Customer | | | | | |
| Customer | Торіс | Nicksame | Status | Date Creat | and . |



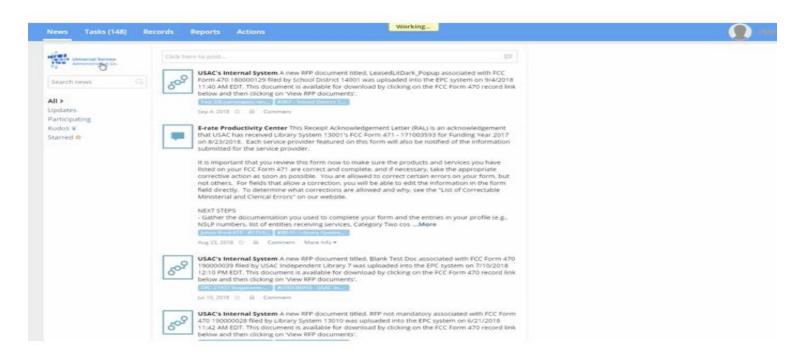
Navigation Bar

| iews Tasks (143) | Records | Reports | Actions | | | | |
|-------------------------|---|-----------|---------|---------------|---|------------------------------|--|
| | g Page versal Se ninistrati | | | | Funding Request Report FCC F Change Service Substitution Organizations USAC Website | Hurricane Impact Designation | orm 486 Appeal FCC Form 500 Manage Users Manage |
| Welcome. Library System | 13001! | | | | | | |
| | tifications Notification Type Please select a value | | | | Status 🕢 🔘 All | | |
| Funding Year | Select a Fun | ding Year | | | Generated Not Generated | | |
| Notification | | Descri | iption | Issued Date | Generated By | Generated | On |
| | | | | No item | ns available | | |
| My Entities | | | | | | Þ | |
| Entity | | | | Entity Number | City | State | Zip Code |
| Library System 13001 | | | | 8810 | Washington | DC | 20036 |
| Library 1 in System 130 | 01 | | 9077 | | Alexandria | VA | 23257 |
| Library 2 in System 130 | 01 | | | 9079 | Alexandria | VA | 23687 |
| Library 3 In System 130 | 01 | | | 9081 | Alexandria | VA | 23171 |
| Library 4 In System 130 | 01 | | | 9083 | Alexandria | VA | 23159 |



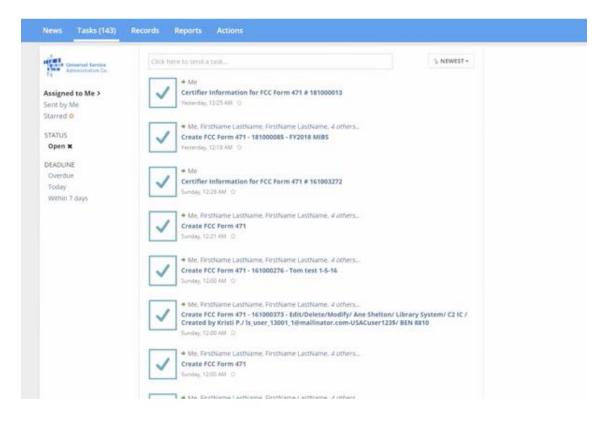
News Feed

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



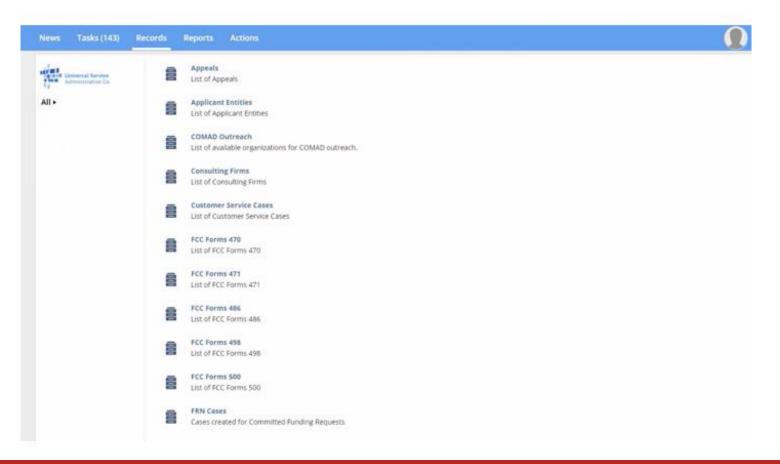


Tasks



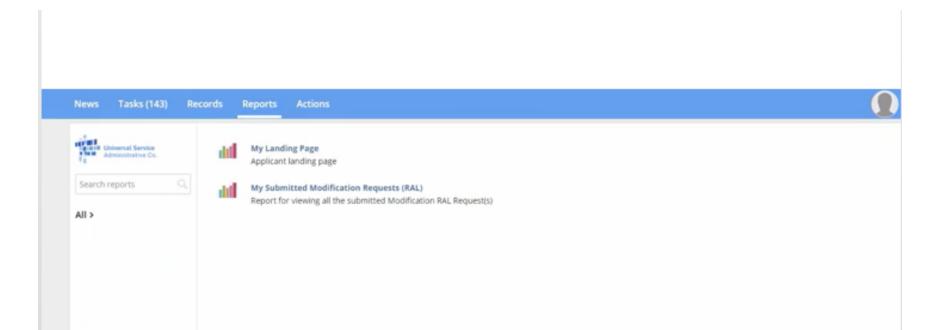


Records



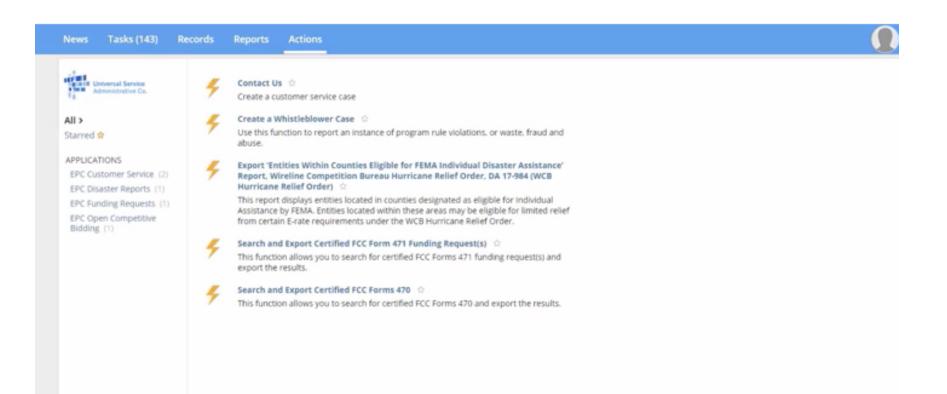


Reports



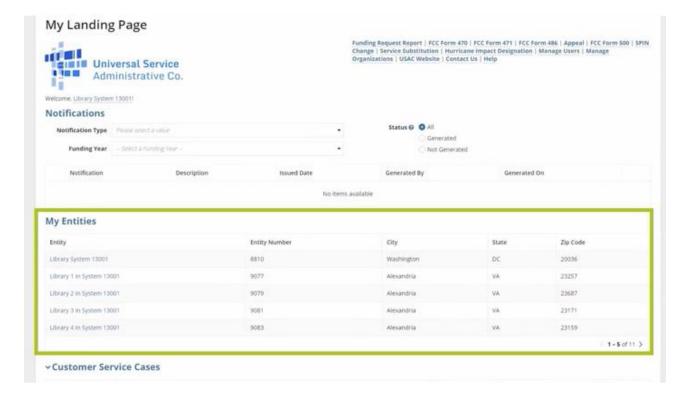


Actions





Billed Entity Profile Page





Manage Entities

| | rary System 13001 | mation Discount Rate Contracts FCC Forms FRN Appeals News Related Actions |
|-----------------------------|--|---|
| Organization [| Details | |
| - | Library System 13001 | Applicant Type Library System |
| Entity Number | 8810 | Status Active |
| FCC Registration Number | 0011899028 | |
| Contact Inform | nation | |
| | 2000 L ST. Suite 200 Washington, DC 20036 | Phone Number 202-263-1613 |
| Mailing Address | 2000 L ST. Suite 200 Washington, DC 20036 | Email ftheobaid@usac.org Website URL |
| Account Admi | nistrator | |
| Name | Ane Shelton | |
| General Conta | ct | |
| Name | Ane Shelton | |
| ~Applicant Att | ributes | |
| | Public Library System Private Library System | |
| Main Library B | | |
| internet is the starting is | and a second a | |



Manage Entities

| #8810 - Lib | rary System 1300 | 1 | CREATE A NEW USER ADD OR REMOVE EXIS | TING USERS MANAGE USER PERMISSIONS - |
|------------------|--|---------------------------------------|---|--|
| Summary Custom | er Service Modifications Addit | nal information Discount Rate Contrac | ts FCC Forms FRN Appeals News Related Actions | s Manage Organization Modify Account Administrator |
| Organization I | Details | | | Create a Customer Service Case |
| Name | Library System 13001 | | Applicant Type Library System | Manage General Contact |
| Entity Number | 8810 | | Status Active | Manage Organization Relationships Create FCC Form 470 |
| FCC Registration | 0011899028 | | | Create FCC Form 471 |
| Number | | | | Create FCC Form 486 |
| Contact Inform | nation | | | Manage Contracts |
| Physical Address | 2000 L ST, Suite 200 Washington, DC 20036 | | Phone Number 202-263-1613 | Create Appeal |
| Mailing Address | 2000 L ST. Suite 200 | | Email Rheobald@usac.org | Create SPIN Change Request |
| | Washington, DC 20036 | | Website URL | Create Service Substitution Request |
| Account Admi | nistrator | | | |
| Name | Ane Shelton | | | |
| General Conta | ict | | | |
| Name | Ane Shelton | | | |
| Applicant At | tributes | | | |
| | Public Library System | | | |
| | Private Library System | | | |
| Main Library B | Branches | | | |
| | | | | |





Updating Parent and Child Entity Profiles



All Entities:

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:

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

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.

| | nt Landin Training versal Servi ninistrative | се | | | Funding Request Report FC Form 500 SPIN Change Se Help | | | | | |
|-----------------------------------|---|-------------|-----------|---------------|--|------------------------|---------------------|---------------|---------------|--|
| Welcome, School District | | | | | | | | | | |
| • • | Select a Type | | | | Application/Request En | ter an Application/Req | uest ID or Nickname | t | | |
| Funding Year | Select a Funding | Year | | | | | | | | |
| | | | | | | | | APPLY FILTERS | CLEAR FILTERS | |
| Application/Request N | | Туре | Nickname | Inquiry Name | Outreach Type | Date Sent | Due Date | 1 Extn. | Status | |
| Application Request in | wannoer | type | Nickholme | inquiry reame | oureach type | Dave Serie | Due Date | L LAUR | 310105 | |
| Notification Type Funding Year | Please select a valu | | | | Status All Generated Not Generated | | | | | |
| Notification | - Select & Funding | Description | | Issued Date | Generated By Generate | | | i On | | |
| | | | | No item | s available | | | | | |
| My Entities | | | | | | | | | | |
| Entity | | | Entity N | umber | City | 1 | State | Zip Code | | |
| School District 400100 | | | 17308 | | Washington | 1 | DC | 20005 | | |
| School 1 In District 400 | 100 | | 18006 | | DC | 1 | DC | 20005 | | |
| School 2 In District 400 | 100 | | 18007 | | DC | 1 | DC | 20005 | | |
| School 3 In District 400 | 100 | | 18008 | | DC | | DC | 20005 | | |



F-RA

How to Update a Parent Entity Profile E-RATE

| My Applica | nt Landing Page | | | | | | |
|--------------------------|--|--|--|--|--|--|--|
| Adn | Training versal Service ninistrative Co. | Funding Request Report Form 500 SPIN Change Help | | | | | |
| Welcome, School District | | | | | | | |
| Туре | Select a Type 💌 | Application/Request | | | | | |
| Funding Year | Funding Year Select a Funding Year | | | | | | |



How to Update a Parent Entity Profile E-RATE

| Notifications | | | | | | |
|--|-----------------------|-------------|----------|----------------|------|--|
| Notification Type | Please select a value | - | | | | |
| Funding Year | Select a Funding V | | • | | | |
| Notification | | Description | | Issued Date | | |
| | | | | No items avail | able | |
| My Entities | | | | | | |
| Entity | | | Entity N | umber | | |
| School District 400100 | | | 17308 | 17308 | | |
| School 1 In District 400100 | | | 18006 | 18006 | | |
| School 2 In District 400 |)100 | | 18007 | | | |
| School 2 In District 400100 School 3 In District 400100 | | | | | | |



How to Update a Parent Entity Profile

- 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 En #17308 - So | chool District | 400100 | | e | MANAGE OR | GANIZATION | REATE A CU | JSTOMER SERVICE CA. |
|---------------------------------------|---|------------------------|---------------|-----------|-----------|--------------|-------------|---------------------|
| Summary Custon | ner Service Modifications | Additional Information | Discount Rate | Contracts | FCC Forms | FRN Appeals | s News | Related Actions |
| Organization | Details | | | | | | | |
| Name | School District 400100 | | | | Applica | nt Type Scho | ol District | |
| Entity Number | 17308 | | | | | Status Activ | e | |
| FCC Registration Number | 0123456789 | | | | | | | |
| Contact Inform | nation | | | | | | | |
| Physical Address | 700 12th St NW #900 | | | | Phone N | Number 123- | 456-7890 | |
| | Washington, DC 20005 | | | | | Email sd_4 | 00100@testr | mail.usac.org |
| Mailing Address | 700 12th St NW #900 Washington, DC 20005 | | | | Webs | ite URL | | |
| Account Admi | nistrator | | | | | | | |
| An Account Administr | ator has not been indicate | d. | | | | | | |
| General Contact | | | | | | | | |
| A General Contact has | not been indicated. | | | | | | | |



F-RA

How to Update a Parent Entity Profile

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

| cords / Applicant Entities 17308 - School District 400100 | | | | | | | |
|---|---|--|--|--|--|--|--|
| Summary Customer Service Modifications Additional Information Discount Rate Contrac | ts FCC Pol S FRN Appeals News Related Actions | | | | | | |
| Modify An Organization | | | | | | | |
| Name * | Organization Type | | | | | | |
| School District 400100 | Applicant | | | | | | |
| Physical Address | | | | | | | |
| Address Line 1* | Zip Code * | | | | | | |
| 700 12th St NW #900 | 20005 | | | | | | |
| Address Line 2 | Zip Code Extension | | | | | | |
| | | | | | | | |
| City * | County * | | | | | | |
| Washington | Please select a County | | | | | | |
| State * | Please ensure that the address, city, state, and zip code are correct | | | | | | |
| DC . | | | | | | | |



F-RA

How to Update a CHILD Entity Profile

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

| | nt Landing P Training versal Service hinistrative Co. | | | | Funding Request Report Form 500 SPIN Change Help | | | | |
|---|--|-------------|-------------------|--------------|--|---|----------------|-------------------|---------------|
| Pending Inquir | ies | | | | | | | | |
| Туре | | | | | Application/Request | - Driter in Application/Regulati ID or Nickname - | | | |
| Funding Year | - Select a Functing Net - | | | | | | | | |
| | | | | | | | | APPLY FILTERS | CLEAR FILTERS |
| Pending COMAD Inquiries | are not included. | | | | | | | | |
| Application/Request N | lumber | Туре | Nicknaroe | Inquiry Name | Outreach Type | Date Sent | Due Date | Extr. | Status |
| Notification Type | | | | | Status O All | | | | |
| | - Select a Funding Hear- | | | | | Not Generated | | | |
| Funding Year | | | | | | | Generated O | | |
| Notification | Des | cription | | Issued Date | Generated By | | Generated of | ņ. | |
| and the second | Des | cription | | | Generated By s available | | Generated of | ņ | |
| Notification | De | cription | | | | | Contraction of | р. | |
| Notification | De | icription | Entity | | | | State | Zip Code | |
| Notification My Entities | | cription | Entity 1 17308 | Noitem | s available | | | | |
| Notification My Entities Entity | | icription : | *) | Noitem | s àvailable City | | State | Zip Code | |
| Notification My Entities Entity School District 400100 | 100 | cription | 17308 | Noitem | s ävallable City Washingson | | State DC | Zip Code 20005 | |

How to Update a CHILD Entity Profile

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

| Records / Applicant En #18006 - S | chool 1 In District 40 | 00100 | | | | 100 | MANAGE ORGANIZATION |
|--------------------------------------|---|-----------|-----------|------|---------------------------|-----------------------------------|--|
| Summary Additio | nal Information Category Two Budget | Contracts | FCC Forms | News | Related Actions | | |
| Organization | Details | | | | | | |
| Name | School 1 In District 400100 | | | | Applicant Type | School | |
| Entity Number | 18006 | | | | Status | Active | |
| FCC Registration Number | | | | | | | |
| Contact Infor | mation | | | | | | |
| Physical Address | 700 12th St NW #900 | | | | Phone Number | 123-456-7890 | |
| | DC, DC 20005 District Of Columbia | | | | Email | s1_in_sd_400100@testmail.usac.org | I Contraction of the second se |
| Mailing Address | 700 12th St NW #900 DC, DC 20005 District Of Columbia | | | | Website URL | | |
| Applicant Att | ributes | | | | | | |
| Latitude | Not Found | | | | User-Entered | | |
| Longitude | Not Found | | | | Latitude | | |
| Urban/Rural Status | Not Found | | | | User-Entered Longitude | | |
| School Sub-Type | Public School | | | | User-Entered | | |
| | Private School | | | | Urban/Rural Status | | |
| | Pre-K | | | | Community | No | |





Changes to FY2021 Entity Profiles



Entity Profiles-Section Changes

- 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

School District Information





Entity Profiles

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.

| A number for each sci sum of Student Counts | | | | | |
|--|--------------|---|---------------------------------|-----------------------------------|-----------------------------------|
| 418 | | | | | |
| chool Information | | | | | |
| Entity Number or Name | Please enter | an entity name(at least 3 characters) or an entity number | | | |
| | t. ₹ | | APPLY FILTERS CLEAR FILTE | | |
| Entity Numb | er 🏌 | Entity Name | Total Students for C2 Budget | Is the student count estimated? 😧 | Eligible for C2 budget ? |
| | | | 178 | N/A | 0 |
| | | | 305 | No | 0 |
| | | | 415 | No | 0 |
| | | | | | |

School District C2 Budget Section

Entity Profiles

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 concount from year to year within a Category Two budget cycle, so this number needs to b How does the district report its student count for Category Two budget? One number for my whole district One 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 | t | Entity Name | Total Students for C2 Budget | Is the student count estimated? ? | Eligible for C2 budget ? |
|---------------|---|-------------|---------------------------------|-----------------------------------|-----------------------------------|
| | | | 178 | N/A | 0 |
| | | | 305 | No | 0 |
| | | | 415 | No | 0 |
| | | | 520 | No | ۲ |



Entity Profiles (Child)

School or child entity profiles.

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



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)





Entity Profiles (Libraries)

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

| Applicant Information | | | | | | | | | |
|---------------------------------|--------------------------------|--|------------------------------------|--|--|--|--|--|--|
| Latitude | lot Found | | User-Entered | | | | | | |
| Longitude | Not Found | | Latitude | | | | | | |
| Urban/Rural Status | Not Found | | User-Entered Longitude | | | | | | |
| Library Sub-Type | Public Library | Urban/Rural Sta Is this library par | User-Entered Urban/Rural Status | | | | | | |
| | Private Library | | | | | | | | |
| | Academic | | Is this library part of | | | | | | |
| | Research | | a library system? | | | | | | |
| | Tribal Library | | | | | | | | |
| | Bookmobile | | | | | | | | |
| | Kiosk | | | | | | | | |
| | New Construction Library | | | | | | | | |
| | Main Branch | | | | | | | | |
| | State Library Agency - Library | | | | | | | | |
| Category Two Budget Information | | | | | | | | | |
| Square Footage | 3000 | | | | | | | | |



Entity Profiles

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

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

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

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

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?





- NC E-rate Website: <u>https://erate.fi.ncsu.edu/</u>
- 2021 E-rate Handbook
- Usac.org/e-rate
- Rebecca, Roxie and Mike!

Content courtesy of Universal Administrative Company, usac.org.

