

NC E-rate Consultants Town Hall

October 12, 2021

Topics

- Team Introduction
- State Coordinator Services
- State Valid File
- Enrollment/NSLP/CEP
- Cat2 Budgets
- Cat2 Workflow
- Records Retention

Team Introduction

- Michael Ramsey – Director School Connectivity
 - Michael.Ramsey@dpi.nc.gov
- Roxie Miller – E-rate Team Lead
 - Roxie.Miller@dpi.nc.gov
- Susan Boros
 - Susan.Boros@dpi.nc.gov
- Adam Benjamin
 - (coming.soon)@dpi.nc.gov
- To be named later
 - (coming.later)@dpi.nc.gov

State Coordinator Services

- NCDPI E-rate Services Responsibilities
 - To USAC
 - To NC Public School Units (PSUs)
 - Oversight for all PSUs
 - Communication with PSUs
- What E-rate Consultants can expect from us
 - Open communication to assist you in DPI program processes, share common best-practices and access to all DPI provided E-rate resources.

You are their E-rate Subject Matter Expert. We exist to support effective E-rate use in North Carolina

State Valid File

- FY22 SVF will be sent to Schools in December
 - Update during Admin Window (date to be determined by USAC)
- **MUST** Update Entity Profiles Using This Data
 - The use of any other numbers will **NOT** be verified by DPI
 - Alternate data not only affects your application, but the State's Internet applications as well

Enrollment/NSLP/CEP

- Student Enrollment/NSLP/CEP Must Be Updated With SVF Data Every Year
- Update CEP Base Year (New in FY21)
- New Schools Enrollments & Discounts
 - Take the default for the discount
 - Be conservative on the enrollment

Cat2 Budgets

- Cat2 Budget Tool
 - Enrollment numbers must be updated every year but C2 numbers do not
 - Applicants can ask for C2 budget to be reset in FY22 if there has been a large change in student enrollment

Cat2 Workflow

- Determine Budget/Statement of Work (SOW)
- Quote Request
- [Applicant Mini-bid](#)
- Letter of Intent to Winning Bidder
- Vendor Response
 - Final Quote with DPI Contract Number
 - Item 21 – **REQUIRED**
- File F471

Records Retention

- 10 Years Based On the Last Action Date of the FRN
- Please ensure you are providing all files for the funding year for their records.
 - USAC Forms
 - RFPs
 - Bids/mini-bids/matrices
 - Quotes – winners and losers
 - Reviews/Audits
 - Communications
 - Email
 - Memos to file

Updates and Questions?

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