

Experienced E-rate Applicants: Getting Ready For FY22

*November 10, 2021
3:00pm – 4:30pm*

Training Topics

1. Admin Window
2. Category 1
3. Category 2
4. Reminders
5. What's New
6. What's Next
7. Resources

Admin Window

- Window is now open for updates
 - Update addresses, phone numbers, LEA codes, users, etc.
- **Do not** update student counts/NSLP/CEP until we send SVF file in December
- **Everyone must** update their numbers regardless of filing status upon receipt of SVF
- Window closes before the 471 window closes, then it is too late!

Category 1

- Must file 471 each year
- Must file a 470 soon if your WAN (or Internet) contract expires 06/30/2022
 - Are you required to include an RFP?
 - USAC considers any addition to the 470 an "RFP" even if it isn't formal
 - Writing your narrative in a Word document and attaching to the 470 is considered an RFP
 - RFPs should be ready before filing 470

Category 1

- What do you need?
 - Number of sites, speeds, growth, closures, additions, terms, optional extensions, evaluation factors (not points or percentages), anything and everything else.
 - These must be in 470/RFP
- Your 470 must be left out for 28 days minimum
- Must evaluate with price as the greatest factor
 - Make very detailed notes when evaluating and assigning points
- Keep winning and losing bids

Category 1

- Contracts
 - Make sure contracts include terms, optional extensions, ability to open/close sites, ability to increase speeds, etc.
 - Do you need board approval? Board award date
 - EPC Contract Module – upload new contract with details before filing 471
 - Help with the Contracts Module can be found on our [How-To Slide Decks](#) page
 - File the 471
 - The category of service on your 470 must match the category of service on your 471 or it will not be funded. Be careful.

Category 2

- No 470 necessary if you use our SMCs
- Required for DPI fund match: Mini-bid, Letter of Intent, Form 471
- New Mini-bid spreadsheet available – check your revision date
 - Always check [our website](#) for latest version - vendor contacts change!
 - Check your C2 budget availability with the [C2 budget tool](#)
 - Begin working on your project list now
 - Mini-bid/C2 training:
 - November 17: USAC @ 3 PM, DPI @ 4 PM, [see our website to register](#)

Reminders

- Respond promptly to all PIAs.
 - Failure to do so will only slow down funding.
- Form 486 must be filed following receipt of your FCDL(s)
- PRC073 and 036 funds are usually not paid out until September or October of the school year due to budgets being set.
- Document retention
 - 10+ years. Keep it all. Win or lose.
 - Write memos to file.
 - Don't be the only one with access to documentation.
 - Even in an audit, "I wasn't here then" doesn't work with the FCC.

What's New

- [Register Here](#): FY22 and the Form 470 Training
November 19: 10:00am – 11:30am
- Supply Chain Audits – More information soon!
- Form 498 - Do you have one on file? You may want to do one.
We'll tell you why!

What's Next?

- November 17, 2021: CAT2, Mini-Bids, and Budgeting
This is a two-part training: USAC first then DPI
USAC Training: 3:00pm – 4:00pm
DPI Training: 4:00pm – 5:00pm
- November 19, 2021 : FY and the new Ford 470
10:00am – 11:30am

Make sure you register for these trainings on [our website!](#)

Resources

- NC E-rate Website: <https://sci.fi.ncsu.edu/>
- 2022 E-rate Handbook: <https://www.livebinders.com/b/2821883>

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