

NC E-rate Consultants Town Hall

November 2, 2022

Team Introduction

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Topics

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

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 (SVF)

- USAC Administrative Window opened October 25, 2022
- FY23 SVF will be sent to Schools in December
- Applicants **MUST** Update Entity Profiles Using This Data
 - The use of any other numbers other than SVF will **NOT** be verified by DPI and will affect your filings.
 - Alternate data not only affects your application, but the State's Internet applications as well.
 - ONLY USE THE SVF NUMBERS

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
 - New charters use EXPECTED enrollment from application
 - Take the default (40%) for the discount
- All others use SVF data

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 for FY23 if there has been a positive change in student enrollment.
 - Best done during admin window using SVF Data in December, but no later than Form 471 filing.
 - [How to request a replacement budget](#)

Cat2 Workflow

- Determine Budget/Statement of Work (SOW)
- Quote Requests to ALL vendors
- Conduct mini-bid evaluation. Recommend using form: [Applicant Mini-bid](#)
- Letter of Intent to Winning Bidder
- Vendor Response
 - Final Quote must include DPI Contract Number
 - Ex: NC20C2-XX (each vendor has own number)
 - Completed Item 21 – **REQUIRED**
- File Form 471
- Must use NCDPI Form 470 number (200000716) for state funding of non-discount amount.

Records Retention

- 10 years based on the last action date of each FRN.
- Ensure you are providing your client all files for each funding year for your client's records.
 - USAC Forms
 - RFPs / Quote Requests
 - Bids / mini-bids / evaluation matrices
 - Quotes – winners and losers
 - Reviews / Audits
 - Communications
 - Email
 - Memos to file

Updates and Questions?

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