Managing E-Rate Question Log July 14, 2009

Q: What is the cost of the E-Rate manual?
A: It is $70 for the manual and $35 for the CD (searchable, but cannot print from CD). You can find the order form on the TPESC website: http://tpesc.esc12.net under the E-Rate section.

Q: What is an RFP?
A: Request for Proposal

Q: The consultant agreement 'loa' document...what does that stand for
A: Letter of Agency. Sometimes referred to as Letter of Authority or Letter of Authorization. I means that one party is giving another party the right to act on their behalf.

Q: Comad?
A: Commitment Adjustment (USAC asking for you to return the funding money)

Q: What kind of professional development records?
A: Staff training records - workshop, etc, as described in ePlan

Q: How often do we need to have a CIPA public hearing?
A: Once unless you make changes.

Q: Is eplan the same as Tech plan?
A: Yes, ePlan is the instrument that TEA provides you to electronically complete your technology plan. (www.sedl.org/eplan)

Q: If the packing slip is dated prior to July 1 could it be because the item was ordered and delivered during the previous year
A: That could be the reason. You have to know what year the item was ordered. You should not have anything delivered before the Start of Service Date.

Q: For telecom services, can you use the bills for proof of payment (for example, on a phone bill it shows the payment recieved)?
A: The payment summary from the vendor will show that the bill was paid but not who paid the bill. You have to show that you paid the bill to follow program guidelines.

Q: We don't get cancelled checks back from our bank. We just get images. Are those okay?
A: Yes, keep the images; that will be fine as proof.

Q: If a vendor is installing wiring and networking equipment and isn't shipping anything to us, do we need packing slips?
A: No, the packing slips will be with the vendor. You will note when the equipment is delivered to you from the vendor and when the equipment is installed and functioning.

Q: Is there a limit on how much can be purchased through Erate each year?
A: No. Only limit is that you are using this service/equipment and that you had this in your tech plan.

Q: When you say front and back of checks, do you mean the cancelled checks we get back from the bank or the checks before we send them to the vendor?
A: Yes, the checks or images that come back from the bank.

Q: can a device be taken "out of function" after several years well outside the initial 3 years without issue? or do ALL devices have to be in function at all times?
A: You must keep all equipment in operation while you have custody of it. After three years you may move equipment to another eligible location or give it to another eligible location. You should keep inventory record of location of all E-Rate funded equipment. You may not receive anything of value for any E-Rate funded equipment as this would be a violation of program rules.

Q: For our BEAR checks from past years, I made a photocopy of the check and then dated and signed on the copy when I turned the check in to the office to be deposited. Is this sufficient?
A: Yes.

Q: PIA?
A: Program Integrity Assurance

Q: If there are any entity moves or name changes, do we report it? If yes, who do we inform and how do we do it?
A: You will contact the Client Service Bureau (CSB) at 888-203-8100 and they'll give you advise on this and how to send in the paperwork.

Q: Do we need user-level filtering logs (thousands of pages) or just a summary log to show the filter was functioning?
A: That depends on what PIA wants but most of the time all they want to know, with proof, is that you're monitoring everything. That usually can be done by a few lines off your log file each month.

Q: What are the requirements for delivering internet safety instruction to students?
A: FCC has not determined this at this time.

Q: if a device is taken out of service due to it's inability to perform and age, is there a time period by which we need to get rid of the device, within program rules, or can it sit on the shelf for a while?
A: There is really nothing in print that I know of at this time. USAC does not want equipment sitting on shelves so it's best to liquidate when they're not in production.

Q: What is needed to prove professional development? Attendance rosters or a summary report of courses held and numbers attended
A: You'll want to keep a log listing who taught the class, the date class was taught, how long the training lasted, what the class taught (maybe the syllabus), and who attended.

Q: What info a discount evaluation worksheet should contain?
A: You need to show how you arrived at the discount you are reporting. If you use your PEIMS information this will be a valid report.

Q: Being completely new to this process, I don't know any of the acronyms...CIPA, AUP, BEAR, PIA. Can you explain, or where can I go to understand even the basic language?
A: Check out our website for acronyms: http://tpesc.esc12.net/erate/terminology.html

Q: What does PIA stand for?
A: Program Integrity Assurance, the team from the Schools and Libraries (SLS) division that checks each application

Q: I usually ask my PEIMS Clerk to print out a report for me that includes all free/reduced numbers. I get district report as well as a report for each campus. The reports are usually run in January prior to my filing the 471. Is this the same information that is posted on your website? How current should the information be?
A: The information that is posted on our website is from the previous year's PEIMS report submitted to TEA. So if you're using current (this year) data, it will not be the same as our information, which is fine. You just need to be able to produce the PEIMS report from which you gathered your numbers.