

WELCOME TO THE TECH DIRECTORS' WORKSHOP!



REMINDERS...

- Tech Plans
- Using State Master Contracts
- Preparing for Audits and Reviews
- Calculating NSLP Discounts
- Update on Eligible Services List





TECHNOLOGY PLAN

must contain these five criteria :

- Goals and Strategies
- Professional Development
- Needs Assessment
- Budget includes description of how E-Rate pays for services and covers timeframe of tech plan
- Evaluation process to monitor progress

AND DON'T FORGET

Submit online tech plan report forms yearly.



Reminders

Long-Range Technology Plan (3-5 Year)

- Tech plan must be written/created BEFORE Form 470 is filed which would be BEFORE you start the E-Rate process.
- Keep a record of your creation date!
- ESE tech plan approval letter required by the start of services or the filing of Form 486 whichever is first
- Keep a copy of your tech plan approval letter!
- Make sure long-range tech plan is valid (thru June 2010 for this cycle).



E-Rate Application Forms

- Funding Year : July 1, 2009-June 30, 2010
 - Form 470
 - Form 471
 - Form 486
 - Form 472 or 474
- SLD official website: www.sl.universalservice.org
- *Make sure your requests match your tech plan!*



State Master Contracts

- May cite State Master Contract on Form 471 rather than posting your own Form 470.
- Single winner: do not have to justify winner
- Multiple winners: require vendor selection justification
- Remember price must be primary factor
- Document process- retain documentation!

Looking for Statewide Contracts?

- Use the Comm-PASS website www.commpass.com Click on the “search for contracts” link to use the tool.

For example:

- Check the box for “statewide contracts”
- Type “ITT” in document number
- This will bring up all statewide contracts for telecommunications



Audit Process

- Why does the SLD/E-Rate audit applicants?
 - ensure compliance with FCC rules
 - recover funds for rule violators
 - prevent, detect, and deter waste, fraud, and abuse
 - ensure public confidence in E-Rate
 - required by law-Inspector General Act of 1978 and Improper Payments Information Act



FCC Office of the Inspector General Audits

- Intense audits which can last for several days and review any aspect of the E-Rate application process.
- 155 audits in 2007 vs. 360 audits in 2008
- FCC auditing budget has been doubled for 2009.
- Size doesn't matter-small and large districts can be audited.
- Selection process determined by Office of Inspector General.



Preparing for an audit!

- Keep accurate and organized records
- Provide documentation in timely manner
- Ask questions to ensure you are providing adequate documentation
- Keep and date all documentation for at least 5 years!! (beginning Fund Year 2005)
- RETAIN, RETAIN, RETAIN! LESSEN YOUR PAIN!



Some documentation auditors may request:

- Copy of draft tech plan with creation date
- Copy of final tech plan and approval letter
- All vendors responses-winning and losing bids!
- Log of PD activities/sign-in sheets
- Proof of payment of non-discounted amount



Program Integrity Assurance (PIA) Review- NSLP

- SLD reviews Form 471
- SLD may decide to contact me to validate student counts submitted by the applicant.
- SLD may ask you for copies of NSLP claim forms (sample of one month only). Don't forget to keep copies!



Eligible Services List (ESL)

- Issued annually by the FCC to let applicants know which products and services are eligible for E-Rate.
 - Priority 1-Telecommunication Services and Internet Access
 - Priority 2-Internal Connections and Basic Maintenance
- SLD official website: www.sl.universalservice.org



Broadband Data Improvement Act (S.1492)

- The President signed this bill October 10th.
- One part of this bill is the Protecting Children in the 21st Century Act. It requires schools receiving E-Rate discounts to educate minors about appropriate on-line behavior and cyberbullying awareness and response.
- This is a new CIPA requirement.



E-Rate Resources

- ❑ SLD official website: www.sl.universalservice.org
- ❑ E-rate Central's website: www.e-ratecentral.com
- ❑ Comm-PASS website: www.comm-pass.com

Baiba Ozols, MA E-Rate Coordinator

Bozols@doe.mass.edu

781.338.6831