

Broadband Program

Broadband Reimbursement Policy and Procedures

INTRODUCTION

As stated in Idaho Code § 33-5602 through 33-5605, the Idaho State Board of Education (OSBE) is responsible for reimbursing the non-E-Rate covered costs for approved Category 1 broadband services. Broadband services include both Dedicated Internet Access (DIA) and wide-area networks (WANs). The Education Opportunity Resource Committee (EORC) determines the reimbursement methodology.

POLICY

To receive broadband reimbursement, entities must:

1. Be an E-rate eligible entity as defined in: [Idaho Code § 33-5602\(2\)\(c\)](#)
2. Make a good-faith effort to apply for and receive E-rate funding [Idaho Code § 33-5604 \(2\)\(b\)](#)
3. Follow applicable state procurement law and E-rate competitive bidding requirements [Idaho Code § 33-5604 \(7\)](#)
4. Supply all requested broadband information and documents to SDE. [Idaho Code § 33-5604 \(3\)](#)
5. Make a good-faith effort to provide bandwidth utilization data to SDE [Idaho Code § 33-5604 \(3\)](#)

BASIC ANNUAL PROCESS

The broadband reimbursement process consists of the following steps:

1. Eligible entities apply for E-rate funding
2. Broadband Program collects broadband information and copy of signed contract(s)
 - a. Send them broadband@edu.idaho.gov
3. Each December, submit broadband invoices dated between July – November of the current year. Reimbursements are then processed within a few weeks.
4. Each May, submit broadband invoices dated between January – May of the current year. Reimbursements are then processed within a few weeks.

Bandwidth Levels Eligible for Reimbursement

The EORC determines the minimum and maximum amounts of bandwidth eligible for reimbursement, which is calculated on a per-user basis. For traditional brick-and-mortar entities, users are the total number of students and district employees. Online entities must use the average number of daily on-site users.

Recommended Bandwidth for LEAs by User Count

User Count (Students + Staff) as reported in ISEE	
499 Users or below	Minimum: 100 Mbps Maximum: Up to 1 Gbps if the monthly cost is: <ol style="list-style-type: none"> 1. Equal to or less than \$2,000/Month, AND 2. Equal to or less than \$2.00 per Mbps
At least 500	Minimum: 1 Gbps Maximum: Up to 1 Gbps
At least 1,500	Minimum: 1 Gbps Maximum: Up to 2 Gbps
At least 3,000	Minimum: 1 Gbps Maximum: Up to 5 Gbps
At least 6,000	Minimum: 1 Gbps Maximum: Up to 10 Gbps, or 1Mbps/User
At least 15,000	Minimum: 1 Gbps Maximum: Up to 20 Gbps, or 1 Mbps/User
At least 35,000	Minimum: 1 Gbps Maximum: Up to 40 Gbps, or 1 Mbps/User

Appeals

If a connection exceeds the maximum service levels, LEAs must submit an appeal before receiving reimbursement. To submit an appeal, LEAs must first contact the Program Coordinator: 208-332-6892, or broadband@edu.idaho.gov. The appeal must be in writing, include any necessary documents, and be submitted to the program coordinator prior to the next scheduled meeting. If the initial appeal is denied, an entity may make an in-person or phone appeal to the EORC at the next scheduled meeting.

For Questions Contact

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