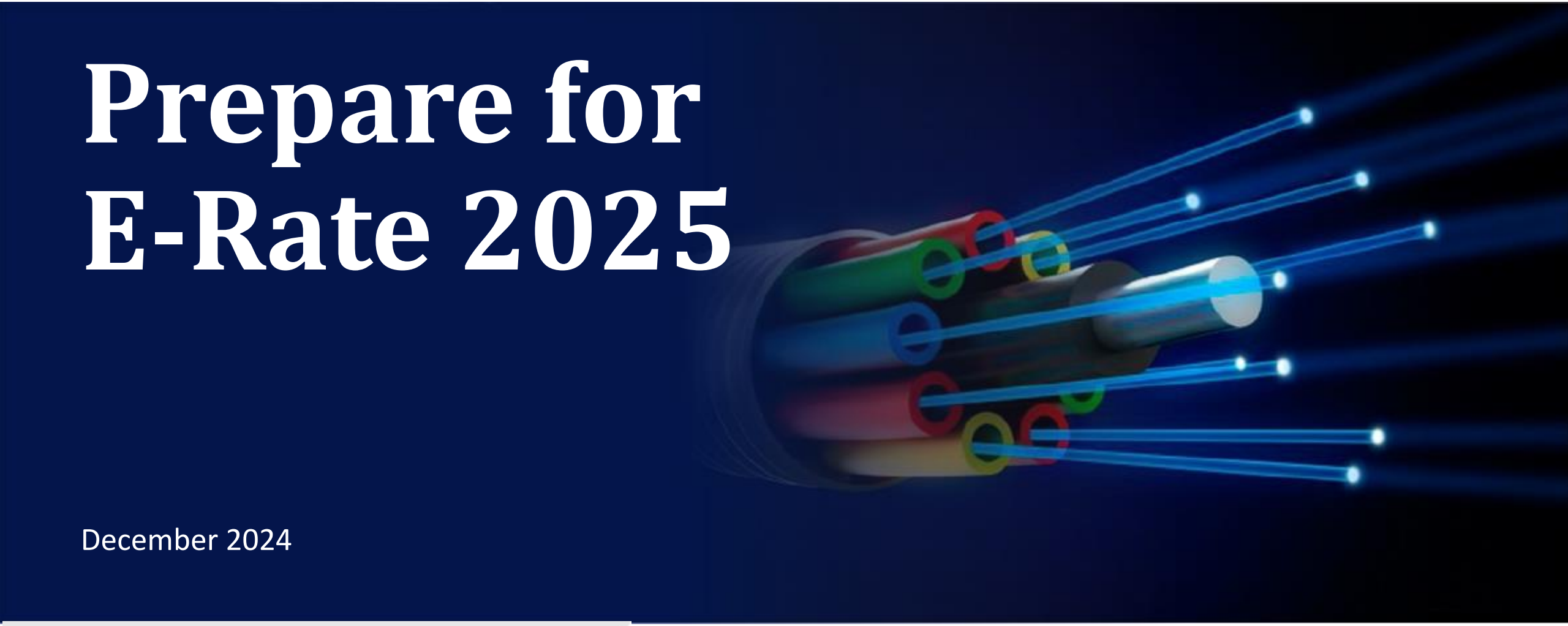
Idaho State Board of Education

Prepare for E-Rate 2025

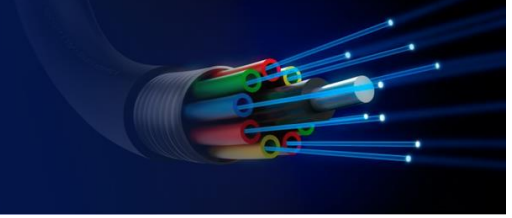


December 2024

The Idaho State Board of Education

MAKING POLICY FOR K-20 PUBLIC EDUCATION IN IDAHO, CREATING OPPORTUNITY FOR LIFELONG ATTAINMENT OF HIGH QUALITY EDUCATION, RESEARCH, AND INNOVATION.

Resources



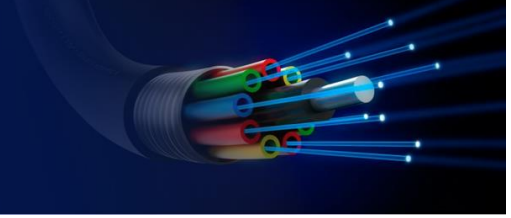
ISEE contact portal: “ERBC” for E-Rate/Broadband Coordinator communications.

Contact your ISEE coordinator to update designation.

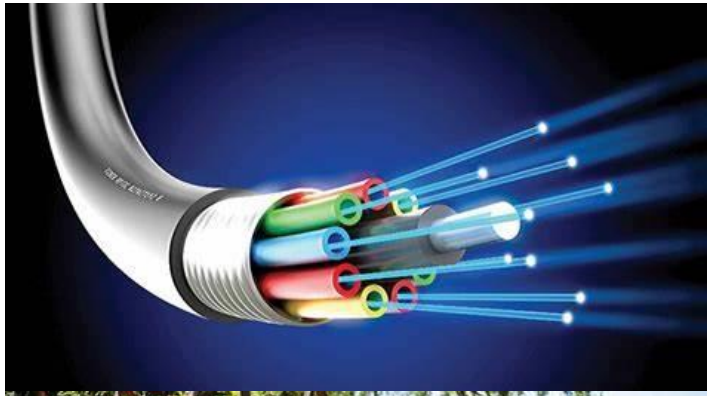
- Online resources: https://boardofed.idaho.gov/k-12-education/broadband-and-e-rate-services/

Boardofed.Idaho.gov → K-12 Education → Broadband & E-Rate Services

E-Rate Will Fund...

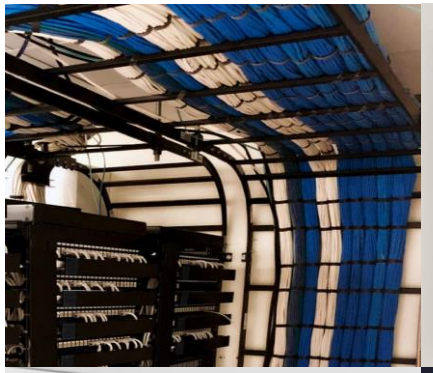


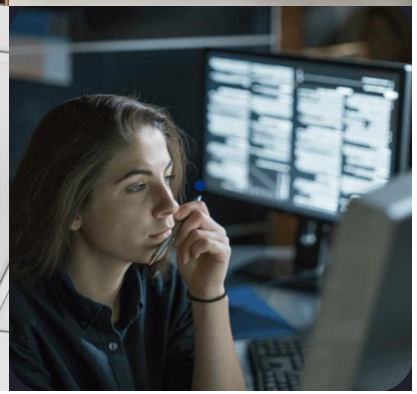
Internet



Monthly Service
Non-Recurring Costs
Special Construction

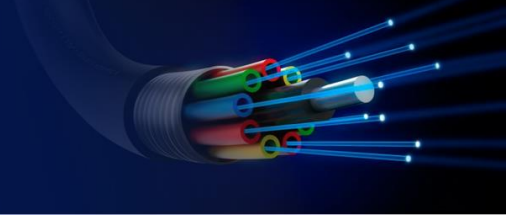
Related Hardware





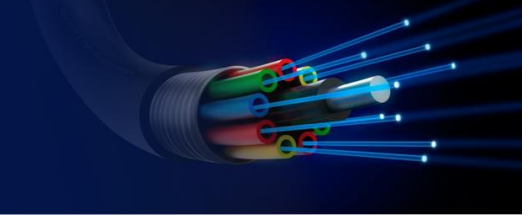
Networking Hardware
Managed Services
Cabling Installation

E-Rate in December



	School Year 2025-26 E-Rate 2025 / Fiscal 2026 July 1, 2025 – June 30, 2026	School Year 2024-25 E-Rate 2024 / Fiscal 2025 July 1, 2024 – June 30, 2025
E-Rate Cycle	**Step 2:** If contract ends June 2025, request bids for services (submit Form 470). Update entity profile such as enrollment data. **Upcoming January 2025**: **Step 3:** Annual Form 471 Funding Request application	**Step 5:** Claim E-Rate benefits. Either, File Invoicing Form (472 BEAR), or, Service provider discounts invoices (SPI)
Idaho Reimbursement Mid-Year, December 2024	*Not yet applicable:* *Must first submit Form 471*	**Deadline December 6th:** Upload invoices as they are received using upload link. Reimbursements will be mailed this year. Confirm mailing address by emailing *broadband@edu.idaho.gov.*
Idaho Reimbursement End of Year, June 2025	*Not yet applicable:* *Must first submit Form 471*	Disbursements processed by mail, expected June 2025.

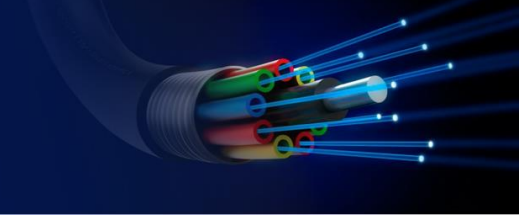
Funding SY 25-26



We are here!

1. Planning
2. Form 470 (if applicable)
3. Form 471 Funding Application
4. Receive Funding Commitment and Form 486
5. Invoicing USAC (applicant or vendor)
6. Document Retention (10 Years)

Apply for SY 25-26



We are here! → 1. Planning

2. Form 470 (if applicable)

January 2025 → 3. Form 471 Funding Application

4. Receive Funding Commitment and Form 486

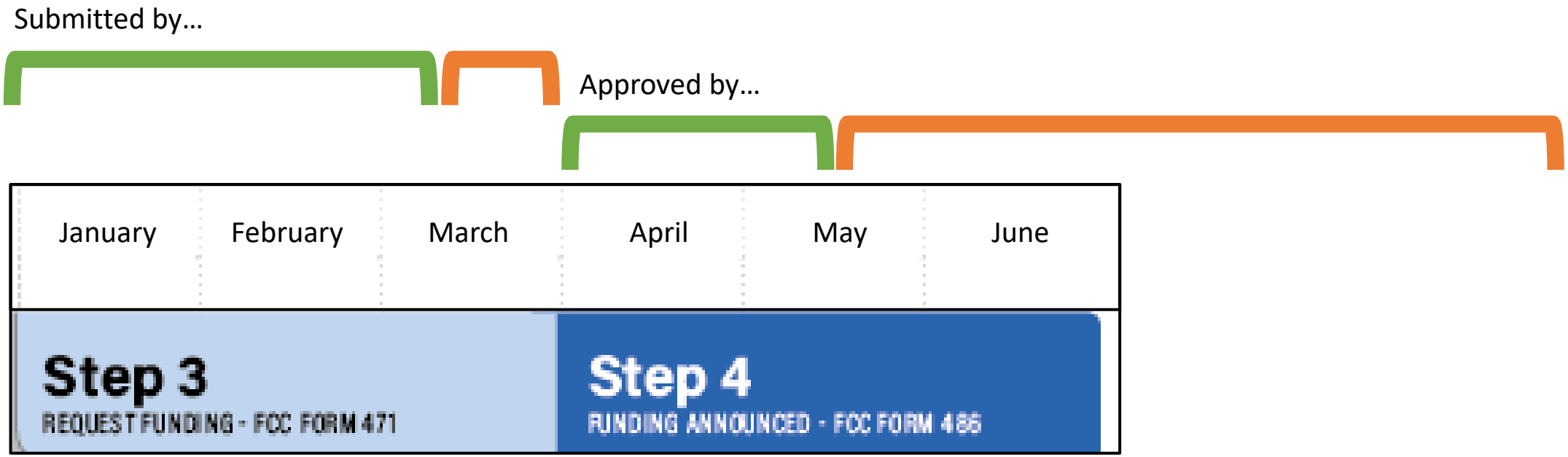
5. Invoicing USAC (applicant or vendor)

6. Document Retention (10 Years)

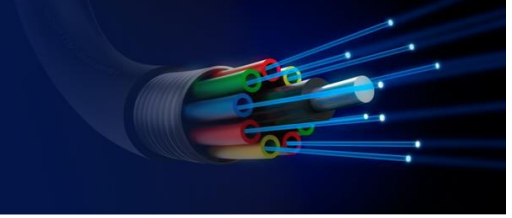
Start the Clock ASAP

Form 471s that are submitted early are approved early.

If submitted in late March, you may not be approved until the Summer!



Three Questions

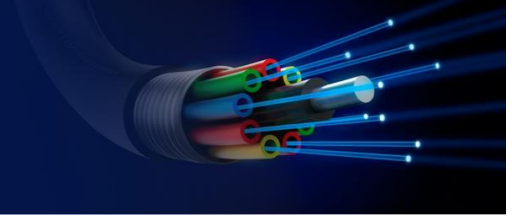


1. Is any information outdated on my E-Rate profile?

2. Does my district's Internet or WAN contract expire 6/30/2025?

3. What is my 2025 E-Rate percentage?

Three Answers



1. Is any information outdated on my E-Rate profile?
   - If needed, edit profile by New Year.
   - Contact USAC to create new buildings.

2. Does my district's Internet or WAN contract expire 6/30/2025?
   - If needed, post Form 470 to request bids

3. What is my 2025 E-Rate percentage?
   - Gather Spring enrollment data, refer to "Discount Matrix"

Manage Organization

News | Tasks (1) | Records | Reports | Actions | appian

My Applicant Landing Page

Training

Universal Service Administrative Co.

Welcome, Independent School 710!

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | IDD Extension | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | EPC E-Rate Invoicing | USAC Website | Contact Us | Help

Pending Inquiries

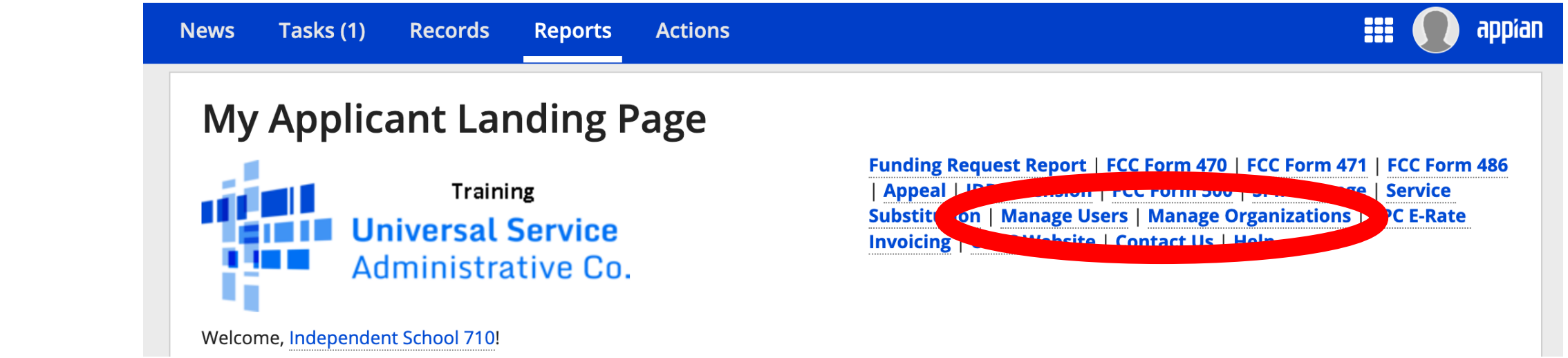
Type -- Select a Type --

Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

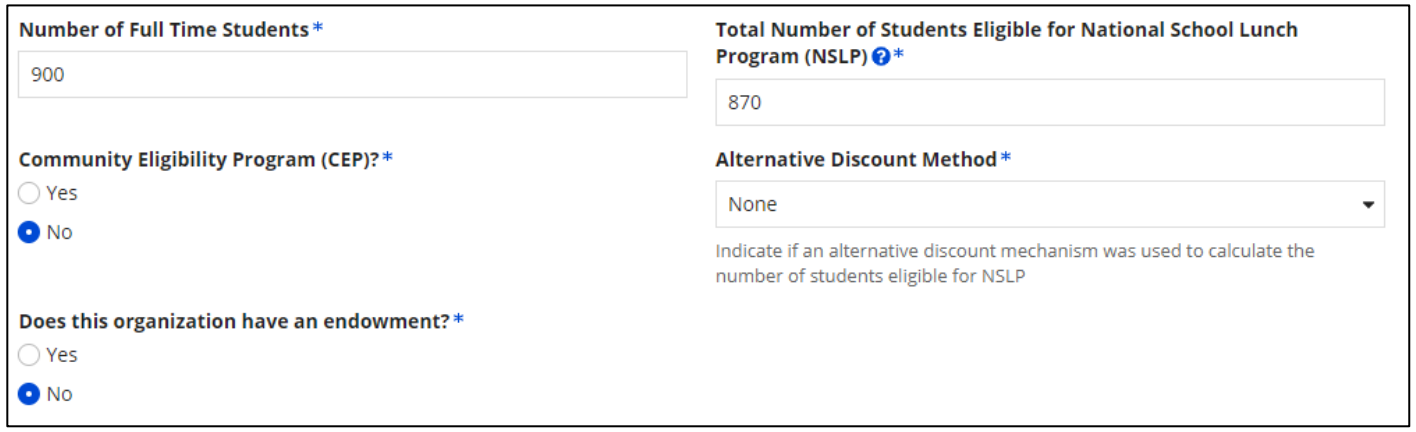
APPLY FILTERS | CLEAR FILTERS

Make Changes



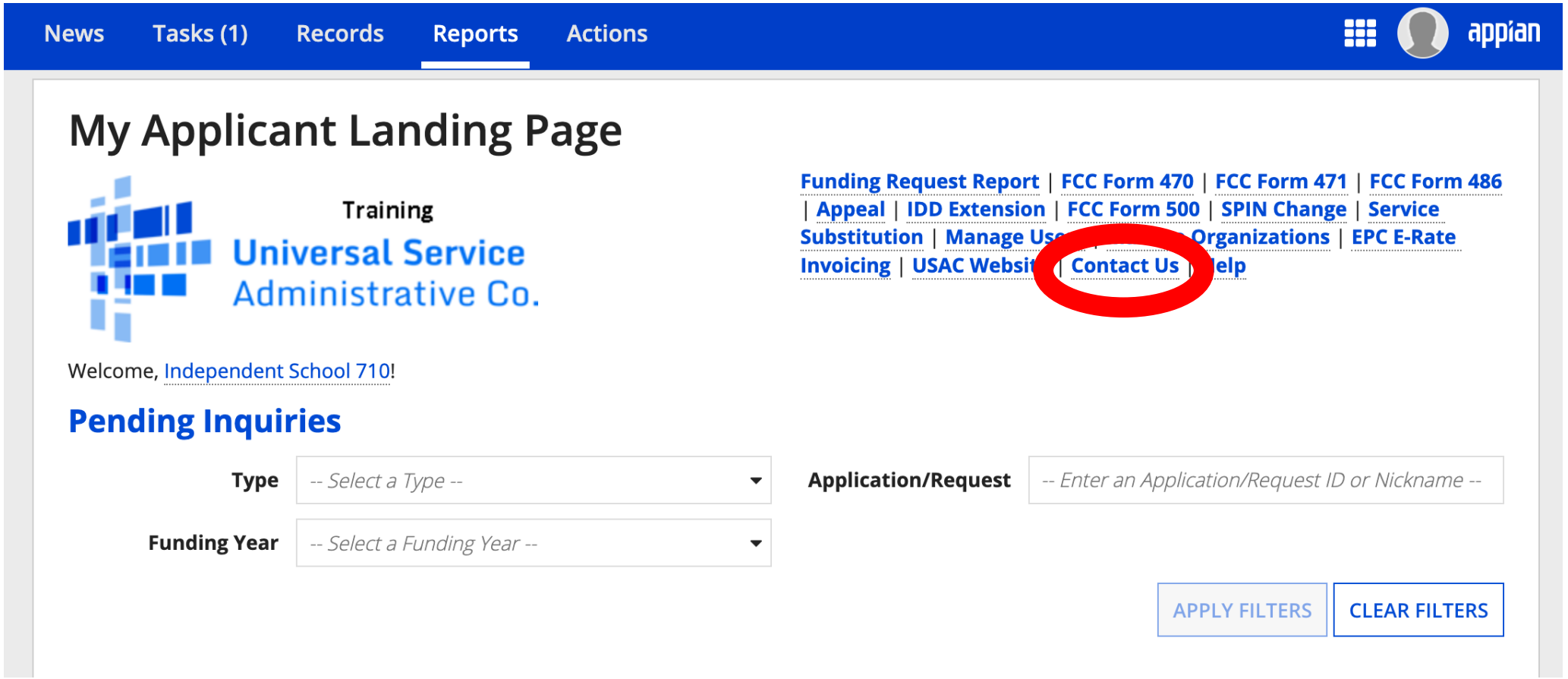
Edit Data

Manage Organizations
Existing Organizations
Billed Entity Name
City
State
ependent School 710
Queens
VA
CANCEL
MANAGE ORGANIZATION

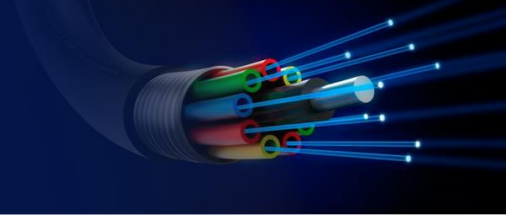

Number of Full Time Students *
900
Total Number of Students Eligible for National School Lunch Program (NSLP) *
870
Community Eligibility Program (CEP)? *
Yes
No
Alternative Discount Method *
None
Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
Does this organization have an endowment? *
Yes
No

Create/Remove an Entity

Entities include schools, and non-instructional facilities (NIF) such as administrative buildings or bus depots.



Create Cus. Service Case



Case Details

Nickname *

Description *

Please create new child entity for our profile.

Name: Bus Depot
Physical Address:
Mailing Address:

Topic *

Eligible Entities

Subtopic *

Please select a value

- *Please select a value*
- Entity Creation
- Entity Eligibility
- Entity Type Change
- Entity Updates
- Openings, Closings, Mergers
- Other

Document

UPLOAD *Drop file here*

Save the case number, then call USAC Customer service with number in had to expedite.

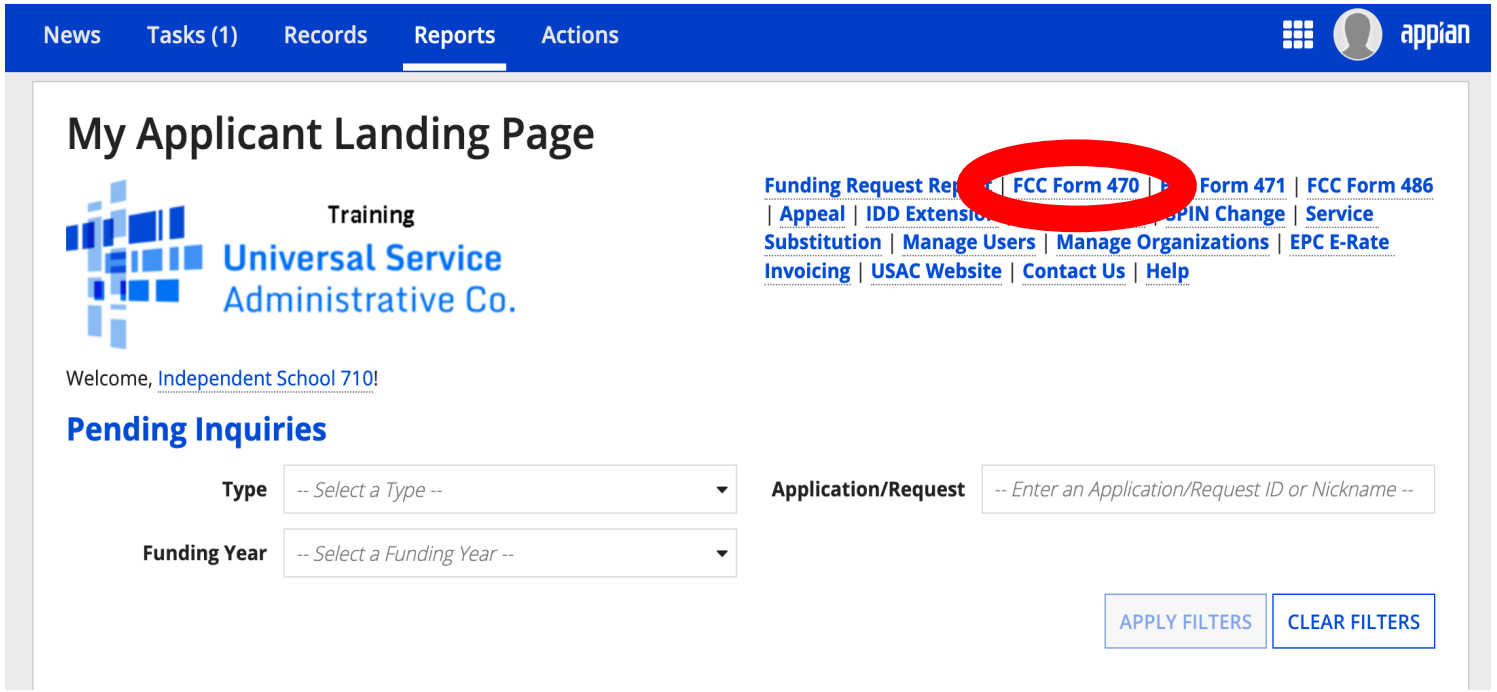
888-203-8100 ext 1
Have your Billed Entity Number ready

Go Out To Bid

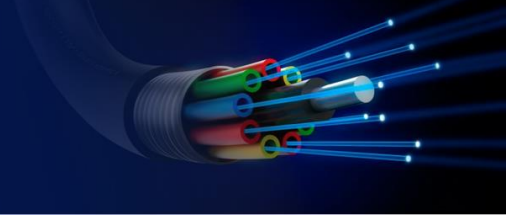
USAC will only fund services that have been competitively bid (only exception is extremely low cost or business class Internet)

Must wait at least 28 calendar days before signing a contract

Service providers cannot help you with this process or other forms.



Guiding Statements



Please see “Guiding Statements Table” in this webinar.

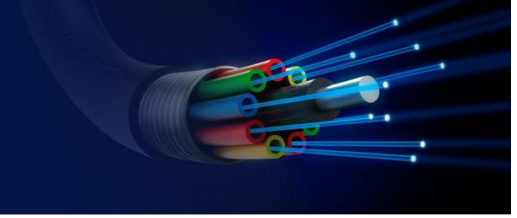
Use it to ensure you are selecting the category you want, such as dark fiber.

Add New Service Request

- ○ I seek bids for internet access and/or data transmission service.
- ○ I seek bids for Category One network equipment or maintenance and operations.

CANCEL

Add New



Add New Service Request

- ○ I seek bids for internet access and/or data transmission service.
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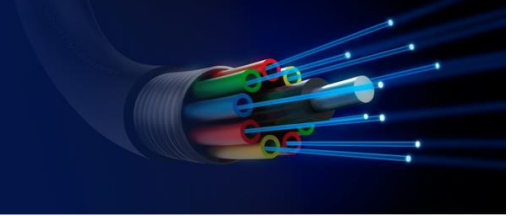
CANCEL

Expansion



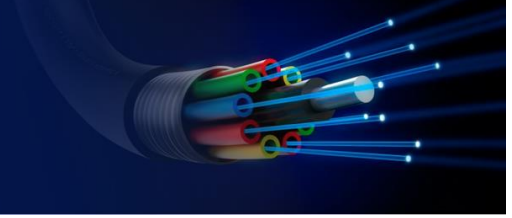
Add New Service Request

I seek bids for internet access and/or data transmission service.

- ( ) I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- ( ) I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- ( ) I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- ( ) I seek to build my own network.
- ( ) I seek bids for mobile service for use on school buses.
- ( ) I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

CANCEL

Example



Add New Service Request

- I seek bids for internet access and/or data transmission service.
- I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Service Type

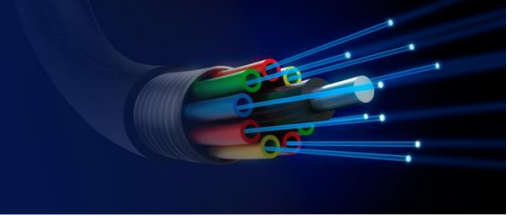
Data Transmission and/or Internet Access

Function *

Leased Dark Fiber and Leased Lit Fiber

This service option does not include the modulating equipment needed to light the dark fiber; applicants are responsible for obtaining this modulating equipment separately.

RFP Required?



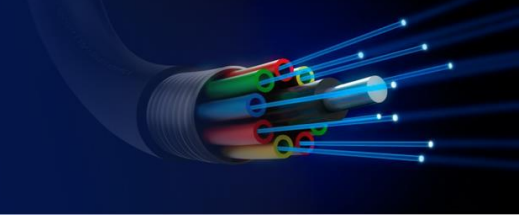
Idaho Procurement Law Checklist

PDF available on website, "Before Starting E-Rate" Read the full text of Idaho 67-2806 here.

Our administration anticipates the total value of the project to…

Not exceed $75,000	Exceed $75,000, but not $150,000	Exceed $150,000.
❑ E-rate program rules and best practices still apply.	❑ Send RFP to minimum (3) vendors. ○ Documents describe how to submit bids, date, and time they are due. ❑ Written objections to specifications or means of delivery must be accepted until 1 business day before end of bidding period. ❑ If it not possible to receive at least (3) responses… ○ "the political subdivision may acquire the property in any manner the political subdivision deems best from a qualified vendor quoting the lowest price." ○ Must memorandize "description of the efforts taken."	❑ Sealed bid process is required. ❑ RFP must include date and time for bid opening. ❑ Written objections to specifications or means of delivery must be received until 3 business day before bid opening. ❑ (2) notices soliciting bids must be published in LEA's official newspaper (electronically and/or print). ○ 1st notice published at least (2) weeks before bid opening. ○ 2nd notice published (7) days before bid opening. ❑ LEA may require bidders to provide bid security equal to 5% of total value of bid. ○ If the winning bid fails to execute services, the bid security would be forfeit.

Form 470 Narrative



How long do you want your contract to be?

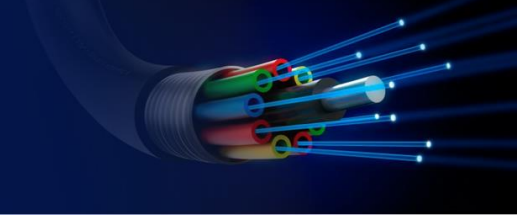
- Do you want to terms for extensions?
- Need a temporary connection until ready for permeant connection?

Would you like to be able to upgrade speeds mid-contract?

What date are bids due (you decide)?

- Automatic minimum of 28 days after posting

Other Form 470 Reminders



Open, fair competitive bidding process

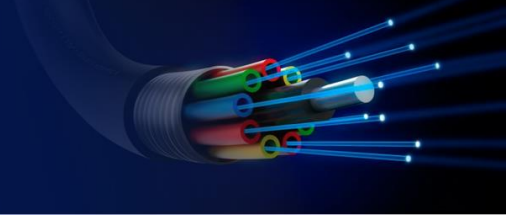
- If one vendor knows something, all vendors should know too.

Create a papertrail before you're asked for one

In scoring bid responses, the total cost of the proposal must be the highest weighted factor.

Need a starter RFP? Contact us

What is my 2025 discount?



If your eligible data is **NSLP or surveys:**

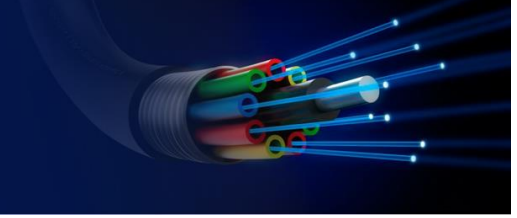
1. Update each year
2. Start with most recent March data (ISEE)
3. Confirm total “EconDis” and “K-12Students”
4. Divide total “EconDis” by ”K-12Students”, then refer to the discount matrix.

If your eligible data is **CEP or Provision II**

1. Only update each new base year
2. Confirm total number of “DirectCert” as reported in the base year.
3. Multiply by 1.6.
4. Divide this number by total “K-12Students, then refer to the discount matrix.

E-Rate Discount Matrix for Services		
NSLP Percentage	**Urban**	**Rural**
Less than 1%	20%	25%
1% to 19%	40%	50%
20% to 34%	50%	60%
35% to 49%	60%	70%
50% to 74%	80%	80%
75% to 100%	90%	90%

End



Thank you, and happy holidays!