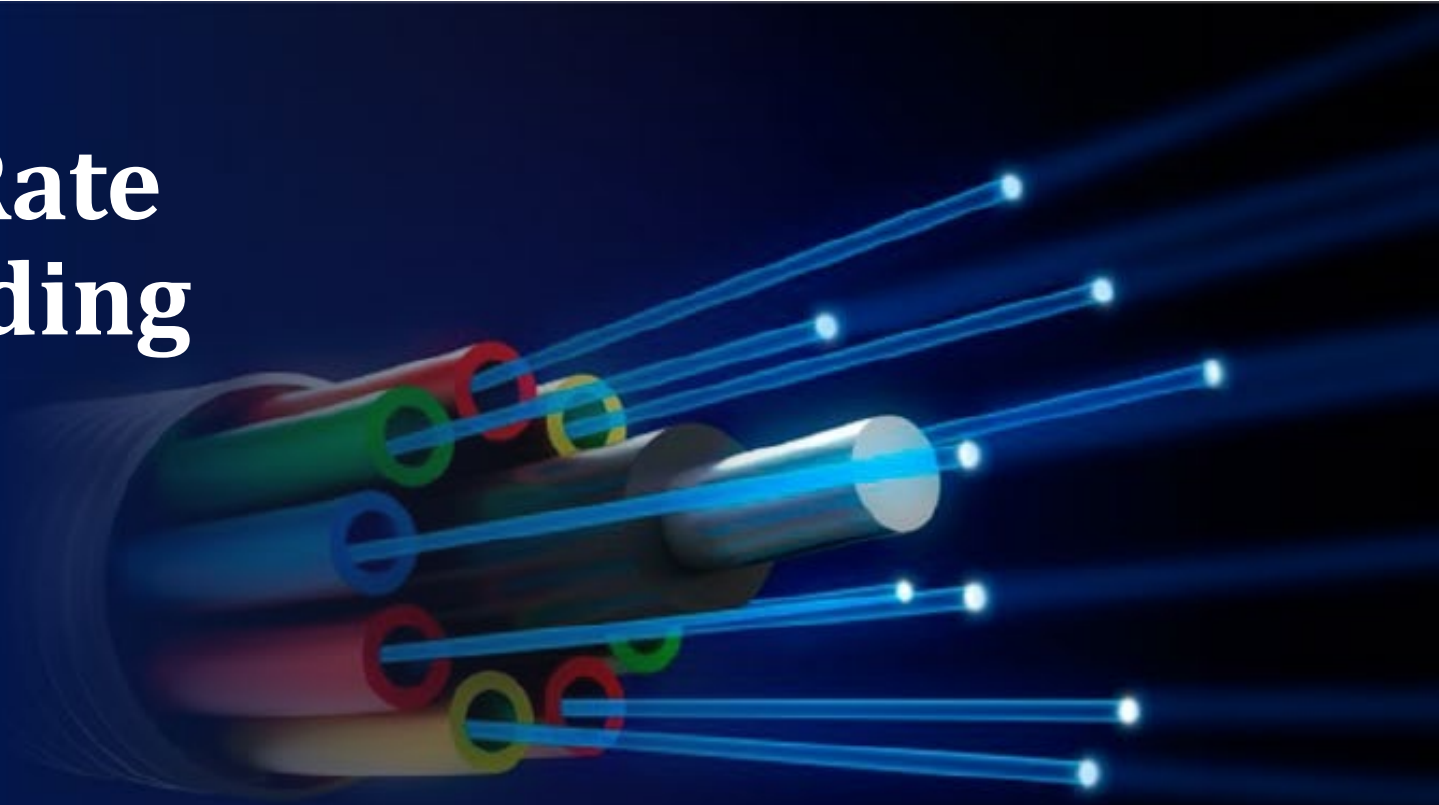
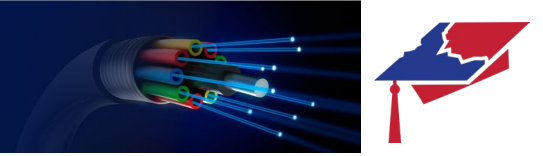


# Succeeding With E-Rate and Broadband Funding

Understanding E-Rate Basics, and Idaho  
Reimbursement Broadband Program Basics





## **Provide guidance on the Federal E-Rate Program**

- Procuring high-quality broadband services for staff and students
- Maximize available E-Rate funding and troubleshooting
- Resources for technical/cybersecurity issues

## **Provide guidance for complementary State programs**

**Broadband Infrastructure Improvement Grant (B.I.I.G.)**

**Broadband Reimbursement Program**

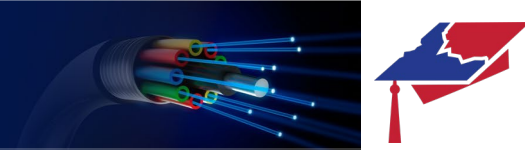
- Review invoices and process state reimbursements
- Collect and analyze usage data

**Educate and share best practices**

### **We do not...**

- Provide consultant services or legal advice
- Create and/or certify FCC Forms

# Online Resources



**For alerts and reminders from OSBE**  
**Update ISEE Contact Role**  
**ERBC — “E-Rate / Broadband Coordinator”**

**BOARDOFED.IDAHO.GOV**  
**K-12 Education**  
**Broadband and E-Rate Services**  
**Monthly Updates**

**USAC.ORG** (where FCC forms are filed)  
**E-RATE**

## Broadband and E-Rate Services

The Board of Education offers E-Rate education and assistance for Idaho schools. In addition, procurement services.



## Newsletters

For official State communications, please contact your ISEE Data Technology Personnel to ensure you are listed as the E-Rate/Broadband Coordinator (ERBC) in the Idaho

# ERBC Task Table

Task Table is updated every month and sent to all ERBC contacts.

Includes deadline reminders for E-Rate Program, and Broadband Reimbursement Program

E-Rate and Broadband Task Table			
August 1, 2025			
Idaho State Board of Education			
School Year	24-25	25-26	26-27
E-Rate / Idaho	Funding 2024 / Fiscal 2025	Funding 2025 / Fiscal 2026	Funding 2026 / Fiscal 2027
Services used in...	July 1, 2024 – June 30, 2025	July 1, 2025 – June 30, 2026	July 1, 2026 – June 30, 2027
E-Rate	Step 5: Claim E-Rate Reimbursements (Invoice USAC)	Step 4: Receive Funding Commitment, and Form 486	Step 1: Planning
	<p><b>Deadline approaching.</b> We strongly encourage schools to complete this before the start of SY25-26.</p> <p>If your invoice includes E-Rate discounts, then no further action is needed (vendor invoices USAC via Form 474 SPI).</p> <p>Otherwise, if school is invoiced at 100% of cost, then school must invoice USAC for reimbursement through usac.org (Login to usac.org, select EPC, then select "EPC E-Rate Invoicing" on the top-right).</p>	<p>If both are true, then file Form 486:</p> <ol style="list-style-type: none"> <li>1. Receive Funding Commitment Decision Letter (FCDL) for your Funding Request (Funding Year 2025).</li> <li>2. Receive and installed the services and/or hardware of that funding request.</li> </ol> <p><b>Deadline is 120 days after FCDL, or 120 after service is installed (whichever is later).</b></p> <p><u>Missed 486 deadlines will reduce funding commitments from USAC/Idaho.</u></p>	<p>A. Determine if hardware or new service contracts are needed for SY26-27. Solicit bids by posting a Form 470 between now and next Form 471 window (January 2026).</p> <p>B. What is your discount for SY26-27? Refer to enrollment data submitted to ISEE March 2025 or Nov 2025. These are the primary datasets used to calculate the <u>discount percentage</u> for SY2026-27 (does not apply to CEP schools).</p> <p>C. Category 2 Budget FY2026-30 is <b>\$201.57 per enrolled student</b>, or a minimum funding floor of \$30,175</p> <p>Category 2 Budget FY26-30 is calculated (or "locked in") based on first year you apply within 5-year cycle, not necessarily enrollment from FY2026.</p>
	<p><b>Mid-Year Idaho Reimbursement</b></p> <p>Completed (Checks mailed by end of January 2025)</p>	<p><b>We encourage LEAs to upload invoices monthly ahead of December Mid-Year reimbursements.</b></p>	<p>Not yet applicable: Must first submit Form 471 (2026) and receive FCDL.</p>
	<p><b>Year-End Idaho Reimbursement</b></p> <p>Completed (Checks mailed by end of June 2025)</p>	N/A	N/A
<p>For more information, visit <a href="https://boardofed.idaho.gov/k-12-education/broadband-and-e-rate-services/">https://boardofed.idaho.gov/k-12-education/broadband-and-e-rate-services/</a></p> <p>Contact: Daniel Vogt, E-Rate Coordinator, <a href="mailto:dvogt@edu.idaho.gov">dvogt@edu.idaho.gov</a> (208) 332-6993</p>			

# E-Rate Timeline



## E-Rate Cycle

- 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)

The graphic shows a timeline from July to June. Key phases include:
 

- PLANNING PHASE** (July-September)
- PROCUREMENT PHASE** (October-December)
- FUNDING PHASE** (January-March)

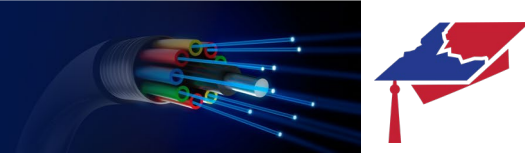
 Steps are color-coded: Step 1 (Pre-procurement), Step 2 (Publish RFP), Step 3 (Request Funding), and Step 4 (Funding Announced). An 'IMPORTANT' note states that funding requested in Step 3 applies to the 12 months in Step 4 and will need to be requested again for the following school year.

Below the timeline are three forms:
 

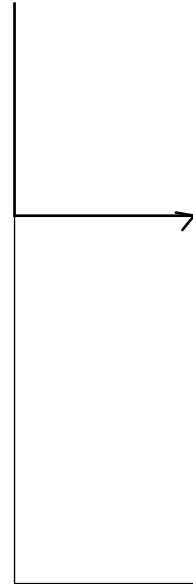
- Form 470**: Solicit bids for service or hardware.
- Form 471**: Apply For Funding.
- Form 486**: Request Funding.
- Form 472**: E-Rate Invoicing.
- Form 500**: Service Substitution.

FCC Form	470	Admin Window	471	486	472	500, or Service Substitution
Purpose	Solicit bids for service or hardware	Maintain current information	Apply For Funding	Enables Invoicing	E-Rate Invoicing	Report a change to a funded application
When	Procurement	Every Year				As needed
Months	July – January	November – December	January – March	Once service and/or hardware is officially delivered and in use.	Invoice E-Rate for reimbursement.  Not applicable if service provider discounts line item.	500: Changes involving dates on application, deadlines, cancellations.  Service Substitution: Change bandwidth or vendor/hardware.
Step	Step 2	Step 1	Step 3	Step 4	Step 5	As needed

# Document Retention



Form 470 # 26XXXXXXX



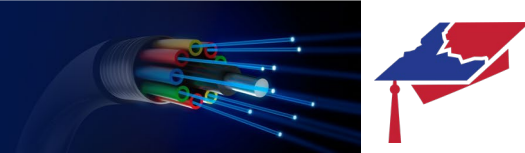
Form 471 # 26XXXXXXX



Form 471 # 27XXXXXXX



# E-Rate Discount



For **NSLP/Surveys**, data is based on the most recent November or March ISEE submissions.

For **CEP/Provision II**, use eligible students as reported in the application year, then multiply by x1.6.

Percentage of students eligible for*Free/Reduced Lunch equals...	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% for Cat 1, 85% Cat 2	

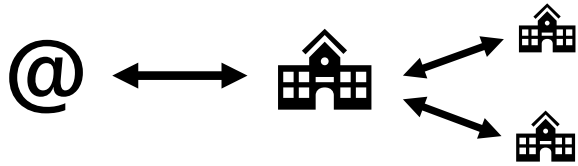
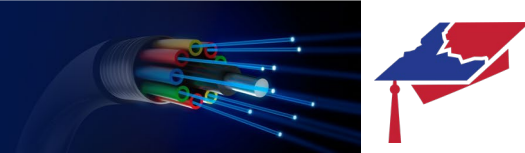
## For example:

Rural District A has...

- 1000 total enrolled
- 450 eligible for NSLP

45% eligible+ Rural  
= 70% E-Rate Discount

# Category 1 Reimbursements



**Service from ISP to schools**

## Category 1

### Internet Access

Monthly costs, one-time costs and special construction for new fiber infrastructure.

Data Transmission (Wide-area network; WAN), including Dark Fiber or Self-Provisioned networks

Network hardware required for service

## E-Rate Portion:

### Option 1: BEAR

As often as you'd like after service is delivered each month. Reimbursements processed within about 7 days.

### Option 2: SPI

Your service provider discounts the service.

## State Portion:

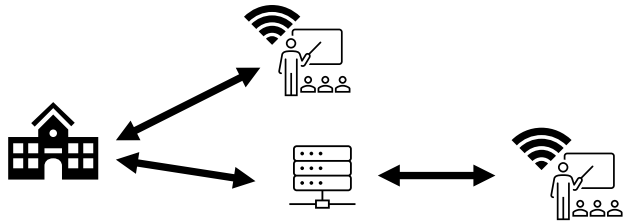
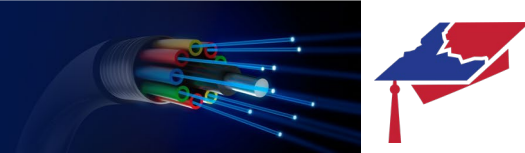
Send invoices to OSBE each month (upload via link provided to you).

Reimbursements are processed each December and June.

Related Services funding, if available, automatically disbursed in June to LEAs participating in the program.



# Category 2 Reimbursements



## Operating network within buildings

### Category 2

#### Internal Connections

Switches, access points, cabling, initial configuration, and more

#### Managed Internal Broadband Services (MIBS)

Recurring services and one-time costs required to operate services

#### Basic Maintenance of Internal Connections (BMIC)

Upkeep of existing equipment, such as physical or technical maintenance.

## E-Rate Portion:

### Option 1: BEAR

As often as you'd like after service/hardware is delivered. Reimbursements processed within about 7 days.

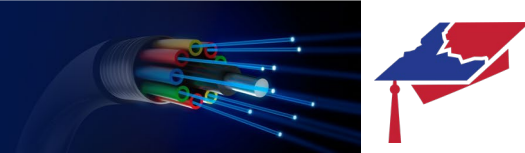
### Option 2: SPI

Your service provider discounts the service.

## State Portion:

Not eligible for state reimbursements.

# Calculate Category 2 Budget



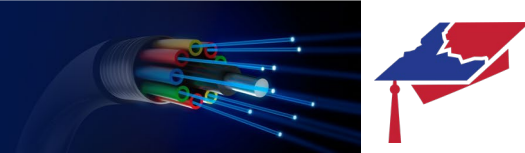
5-year budget balance = **Total enrolled students x \$201.57**  
Or a minimum floor of **\$31,175**

**This calculation is speculative until the year you apply for funding.**

## EXAMPLE:

	2026	2027	2028	2029	2030
Students	445	499	480	600	650
Budget	<i>Approx \$90,000</i>	<i>Approx \$100,000</i>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$96,000</b>
Applied for Funding?	No	No	Yes	No	No

# Category 2 Reimbursements



...does not mean the LEA can be reimbursed up to \$100,000.

A Category 2 budget of \$100,000...

...means the LEA can be reimbursed for a **percentage** of \$100,000.

## EXAMPLE:

	2026	2027	2028	2029	2030
Students	445	499	480	600	650
Budget Balance	~ \$90,000	\$100,000	\$70,000	\$40,000	\$0
Full Vendor Price / FRN		\$30,000	\$30,000	\$40,000	
Discount Percentage	80%	80%	70%	70%	70%
Reimbursement/Discount		\$24,000	\$21,000	\$28,000	
New Balance	Not set	\$70,000	\$40,000	\$0	--

# My Applicant Landing Page



Training

**Universal Service  
Administrative Co.**Welcome, Independent School 710!

## Pending Inquiries

Type



Application/Request


Funding Year



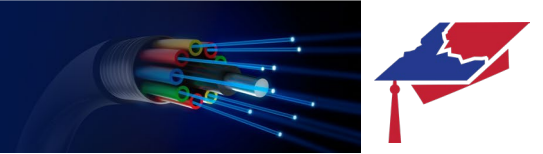
APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date 	Extn.	Status
No items available								

# Best Tips:

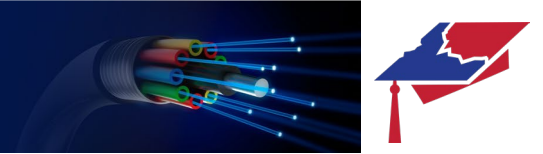


Create a paper trail before anyone asks you to produce one.

Cost allocate your services if necessary, before USAC cost allocates them for you.

Label/inventory hardware paid for by E-Rate  
(can only be used for E-Rate eligible  
use/education)

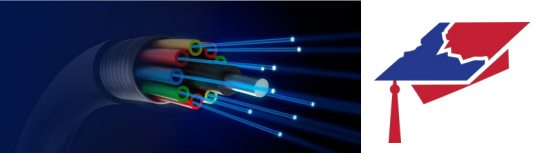
# Golden Rules



1. Must demonstrate you held an open, fair, competitive bidding process for at least 28 calendar days.
2. E-Rate funds 12 months at a time (July 1 – June 30).  
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3. Service contracts should align with the E-Rate Funding Year
  - Start July 1 Year 1 - End June 30 Year X.
4. Save Everything
  - For 10 years after last date of service.
5. ISEE Contact list

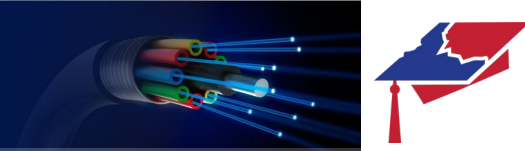


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  - Start July 1 Year 1 - End June 30 Year X.
4. Save Everything
  - For 10 years after last date of service.
5. ISEE Contact list
6. Don't know? Ask the Broadband Program!

# Online Resources



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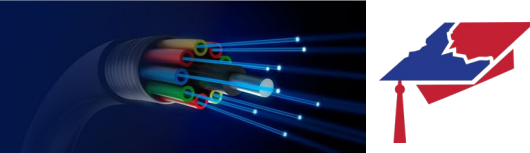
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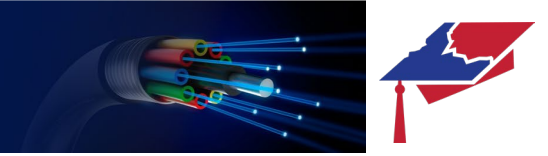
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# Form Guide



Monthly ERBC emails includes this Form Guide:

FCC Form	470	Admin Window	471	486	472	500, or Service Substitution
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<b>Step</b>	Step 2	Step 1	Step 3	Step 4	Step 5	As needed



# Data Cafe

- Unstructured time and space to...
  - ask questions
  - work by yourself
  - collaborate with others