

E-Rate Quick Reference Guide

What is E-Rate?

The “schools and libraries” Universal Service Program was established as part of the Telecommunications Act of 1996. One of the purposes of this Act was to provide affordable access to telecommunications services for all eligible K–12 public schools, private schools and public libraries, particularly those in rural and inner-city areas. Funded at up to \$2.25 billion annually, the program provides discounts of 20 percent to 90 percent on three categories of service – Telecommunications Services, Internet Access and Internal Connections. Funding for these discounts comes from the telecommunications industry through the Universal Service Fund (USF). The Schools and Libraries Division (SLD) administers the program for the Universal Service Administrative Company (USAC). The discount percentage schools and libraries are eligible to receive depends on economic need, as determined by the National School Lunch Program, and location (i.e., rural or urban).

Who is eligible?

All Kindergarten through 12th grade public and private non-profit schools and public libraries are eligible.

What qualifies for funding?

In the first three years of the program, all Telecommunications Services and Internet Access applications were considered and all qualified applications were funded. Internal Connections have been funded if the budget allowed: FY1-70% and above; FY2-all; FY3-81% and above. Listed below are products and services, by category, which the Federal Communications Commission (FCC) usually deems as eligible. Please realize that Sprint cannot guarantee any eligibility decisions. For a more detailed list and further explanations, please check the SLD website at www.sl.universalservice.org.

Telecommunications Services

Telecommunications Services are services provided by a Common Carrier. These services are generally tariffed or month-to-month:

- ◆ Local POTS
- ◆ Centrex
- ◆ Long Distance
- ◆ Wireless services (handsets are ineligible)
- ◆ ADSL, DSL, DS-1, T-1, frame relay, DID, ISDN
- ◆ Satellite Service if leased
- ◆ Wide Area Network (WAN) if leased
- ◆ Sprint Network Consolidation (SNC)

Internet Access

Services that provide access to the Internet and transport; software required to support Internet Access.

Internal Connections

These products are used to transport information to the individual classroom or library. Internal Connections are generally new contracts and paid through a one-time charge or progressive payments. Eligible products are:

- ◆ Key and PBX Systems, also consoles (handsets are ineligible)
- ◆ CSU, DSU
- ◆ Servers: Communication, Domain Name, E-Mail, File, Terminal, Web (not CD ROM server)
- ◆ Local Area Network (LAN) (must transport to individual classrooms)
- ◆ Uninterruptible Power Supply/Battery Back-up
- ◆ Routers
- ◆ Operating System software
- ◆ Wiring: Cable, bays, jacks, blocks, panels, terminals, Cat 5
- ◆ Labor, Freight Assurance Fees, Installation Fees
- ◆ Maintenance for these products

VOICEMAIL, HANDSETS, AND VIDEO EQUIPMENT ARE NOT ELIGIBLE

****Important:** When providing documentation for the SLD, be careful not to include ineligible items. While you may not have included the cost of Voicemail, for example, if the SLD auditors see that as part of the documentation, your application may be denied.



The program is similar to an annual grant and the Funding Years (FY) are as follows:

FY1	Funds awarded for January 1998 through June 1999
FY2	Funds awarded for July 1999 through June 2000
FY3	Funds awarded for July 2000 through June 2001
FY4	Funds awarded for July 2001 through June 2002

Key E-Rate deadlines

Date	FY	Task
August 2000	FY4	Consult with Sprint to discuss technology needs in preparation for FY4.
By mid-Dec. 2000	FY4	File Form 470 for Telecommunications, Internet Access, Internal Connections (may not be required for multi-year contracts).
Nov.-Jan. 2001	FY4	Wait 28 days for competitive bids, select a service provider, file Form 471.
January 2001	FY3	If filing BEAR, submit first six months of funding year.
Feb.-Apr. 2001	FY4	Receive Receipt Acknowledgement Letters, correct and return to SLD within two weeks.
April-June 2001	FY4	Receive Funding Letter and file Form 486 immediately for Telecommunications Services or Internet Access. Call Sprint Representative to discuss awards.
April-June 2001	FY4	If funds are denied, appeal to SLD within 30 days of receiving notice.
June-July 2001	FY3	If filing BEAR, submit second six months of funding year.
August 2001	FY5	Consult with Sprint to discuss technology needs in preparation for FY5.

Important Forms To Remember

- 470 Description of Services Requested**
Must be posted on the SLD Web site for 28 days.
- 471 Services Ordered and Certification**
Must be completed once a Service Provider is selected and contracts are signed. Sprint offers an addendum for E-Rate Contingent contracts.
- 486 Receipt of Service Confirmation Form**
Completed by school or library when the service is operational. Upon receipt of this form, the SLD will allow collection of the award.
- 472 (BEAR) Billed Entity Applicant Reimbursement**
Allows the customer to receive a check for their award after paying bill.
- 500 Adjustment of Funding Commitment**
Completed by school or library when changes need to be made to existing E-Rate Commitments, eg. a change in service start date. This is not a required form.

Where do I go for help?

SLD Web site: www.sl.universalservice.org
 SLD Help Desk: 1-888-203-8100
 Sprint E-Rate Help Desk: 1-877-231-3850 (voice) • 1-800-604-9233 (fax)
 Sprint E-Rate Web site: www.sprint.com/education

Sprint Service Provider Identification Numbers (SPINs)

Sprint Local Service SPIN	143 01 9614
Sprint Long Distance SPIN	143 00 5695
Sprint PCS Wireless SPIN	143 00 6742

