



Schools & Libraries Committee

Briefing Book

Monday, July 29, 2024

11:05 a.m. – 11:35 p.m. Eastern Time

Available for Public Use

Universal Service Administrative Company Offices

700 12th Street, N.W., Suite 900

Washington, D.C. 20005

**Universal Service Administrative Company
Schools & Libraries Committee
Quarterly Meeting
Agenda**

<p>Monday, July 29, 2024 11:05 a.m. – 11:35 a.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 20px;">A. Approval of Schools & Libraries Committee Meeting Minutes of April 29, 2024</p> <p style="padding-left: 20px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Craig	<p>a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2024 Programmatic Budget and Demand Projection for the August 2, 2024, FCC Filing</p>	5
Teleshia	<p>i1. Information on 11 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report <i>(For Information Only)</i></p>	–
Craig	<p>i2. E-Rate Business Update</p> <ul style="list-style-type: none"> • Accomplishments • Funding Year 2024 Observations • Cybersecurity Pilot Program • Q3 2024 Plans • Roadmap • Appendices 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
–	<p>i3. E-Rate Business Update <i>(Continued, if needed)</i></p>	–

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, October 28, 2024 USAC Offices, Washington, D.C.</p>

**Universal Service Administrative Company
Schools & Libraries Committee Meeting**

ACTION ITEM

Consent Items

Action Requested

The Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) is requested to approve the consent items listed below.

Discussion

The Committee is requested to approve the following items using the consent resolution below:

- A. Approval of Committee meeting minutes of April 29, 2024 (*see Attachment A*)
- B. Approval of moving one *Executive Session* item into *Executive Session*:
 - (1) **i3.** E-Rate Business Update (*Continued, if needed*). USAC management recommends that this matter be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* that would constitute a discussion of internal rules and procedures.

Upon request of a Committee member, any one or more of the above items are available for discussion by the Committee.

Recommended USAC Schools & Libraries Committee Action

APPROVAL OF THE FOLLOWING RESOLUTIONS:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of April 29,2024; and (2) discussion in *Executive Session* of the item noted above.

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, April 29, 2024

(DRAFT) MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, April 29, 2024. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:38 a.m. Eastern Time, with a quorum of all ten Committee members present:

Buzacott, Alan	Christine Sanquist
Chalk, Indra	Schell, Julie Tritt
Domenech, Dr. Dan – Chair	Sekar, Radha
Fontana, Brent	Thompson, Mona – <i>by telephone</i>
Gregory, Amber – Vice Chair	Wade, Dr. Joan

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Freeman, Sarah – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Mason, Ken – Member of the Board
O'Brien, Tim – Vice President of Lifeline
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Botts, Rachel – <i>by telephone</i>	Kellogg & Sovereign Consulting, LLC.
Braxton, Carolyn	USAC
Calhoun, Mitch	USAC
Campbell, Jo-Ann	USAC
Claxton, Naomi	USAC
Estrella, Guilianna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Hung, Jennifer	USAC
King, Ryan	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
Krueger, Katie – <i>by telephone</i>	KPMG
Manns, Bernie	USAC
McCoy, Charmira	USAC
Mitchell, Katherine – <i>by telephone</i>	USAC
Morgan, Meredith	USAC
Morning, Kimberly – <i>by telephone</i>	Morgan Lewis
Nuzzo, Patsy	USACUSAC
Rovetto, Ed	USAC
Sadirkhanova, Sabina	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies
Smith, Chris	USAC
Staurulakis, Chresanthe	USAC
Steptoe, Carolyn – <i>by telephone</i>	USAC
Sutherland, Beverly – <i>by telephone</i>	Sutherland Consulting Group, Inc.
Walsh, Colleen – <i>by telephone</i>	USAC
Wilkins, Jonathan	USAC
Willis, Catherine	USAC

OPEN SESSION

All materials from *Open Session* can be found on the [USAC website](#).

- a1. **Consent Items.** Dr. Domenech presented this item for consideration.
 - A. Approval of Schools and Libraries Committee meeting minutes of January 29, 2024.
 - B. Approval of moving all *Executive Session* items into *Executive Session*:

- (1) **i3.** E-Rate Business Update – E-Rate Legacy System Consolidation. USAC management recommends that this matter be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* that would constitute a discussion of internal rules and procedures.
- (1) **i4.** Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report. USAC management recommends that this matter be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* that would constitute a discussion of *internal rules and procedures* concerning the administration of the universal service support mechanisms, where discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of January 29, 2024; (2) discussion in *Executive Session* of the item noted above.

- a2. **Approval of Schools and Libraries Support Mechanism 3rd Quarter 2024 Programmatic Budget and Demand Projection for the May 2, 2024, FCC Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Schools and Libraries Support Mechanism 3rd Quarter 2024 programmatic budget and demand projection for the May 2, 2024, FCC Filing.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolutions:

RESOLVED, that the USAC Schools & Libraries Committee approves a 3rd Quarter 2024 Schools and Libraries Support Mechanism direct program budget of \$9.50 million; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.50 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2024 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools &

Libraries Committee, having reviewed at its meeting on April 29, 2024, the 3rd Quarter 2024 Schools and Libraries Support Mechanism demand estimate of \$639.08 million, hereby directs USAC staff to proceed with the required May 2, 2024, filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$25 million.

- i1. **Information on Ten USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. Dr. Domenech noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.
- i2. **E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
 - Q1 2024 Accomplishments
 - Fund Year 2024 Filing Window Overview
 - E-Rate Updates
 - Q2 2024 Plans
 - Roadmap
 - Appendix: Program Metrics

At 12:10 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing confidential items. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i3. **E-Rate Business Update: E-Rate Legacy System Consolidation.** Mr. Hutchinson presented this item to the Committee, providing an update on the current status and plans of the E-Rate Legacy System consolidation.
- i4. **Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report.** This item was provided for *information purposes only*. No discussion was held.

OPEN SESSION

At 12:15 p.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Dr. Domenech reported that, in ***Executive Session***, the Committee discussed items i3.

On a motion duly made and seconded, the Committee adjourned at 12:16 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee Meeting**

ACTION ITEM

**Approval of Schools and Libraries Support Mechanism
4th Quarter 2024 Programmatic Budget and
Demand Projection for August 2, 2024, FCC Filing**

Action Requested

The Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) is requested to approve a 4th Quarter 2024 (Q4 2024) programmatic budget and demand projection for the Schools and Libraries Support Mechanism for submission to the Federal Communications Commission (FCC) in USAC's August 2, 2024, quarterly filing.

Discussion

On a quarterly basis, USAC is required to submit to the FCC each program's budget¹ and projected demand for the upcoming quarter.²

Funding Requirement

USAC estimates the Q4 2024 funding requirement for the Schools and Libraries Support Mechanism as follows:

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¹ See 47 C.F.R. § 54.715(c).

² See 47 C.F.R. § 54.709(a)(3).

Table A. Program Funding Requirement

<i>(in millions)</i>	Q3 2024	Increase/ (Decrease)	Q4 2024	Notes
Steady State:				
Program Funding Requirement	\$628.55	\$3.28	\$631.83	See Notes 1 and 2, and Table B
New Requirements:				
N/A	0.00	0.00	0.00	
Total Program Funding Requirement	\$628.55	\$3.28	\$631.83	
Prior Period Adjustments (difference between projections and actuals):				
Billings	(5.33)	22.24	16.91	
Interest Income	(0.01)	0.00	(0.01)	
Bad Debt Expense	(5.85)	0.17	(5.68)	
Total Prior Period Adjustments	(\$11.19)	\$22.41	\$11.22	
USAC Administrative Expenses	\$21.72	\$1.51	\$23.23	See Table C
Total Funding Requirement	\$639.08	\$27.20	\$666.28	

Note 1: The Program Funding Requirement represents one-quarter of the collections required to meet the projected demand for Funding Year 2024 of \$3,014.22 million. Per FCC guidance, USAC will carry forward \$490.18 million to Funding Year 2024. See Table B below for additional details.

Note 2: Table B is an annual schedule that is updated once a year for the April Board meeting. The table below has been revised to reflect the FCC's guidance to reserve an additional \$10 million for the Cyber Security Pilot.

Table B. Funding Year 2024 Program Funding Requirement and Roll Forward

<i>(in millions)</i>	Fund Year 2024
Total Requested (In Window)	\$3,239.41
Decrease for Denials/Cancellations (based on 5 yr. average)	(314.60)
Increase for Out of Window Apps (based on 5 yr. average)	89.41
Estimated Demand	\$3,014.22
Less Roll Forward Available to Offset Collections	
Remaining Available Funds from Prior Fund Year	\$130.04
Reserved Funds, Net Change	
a. Pending Applications to Process	\$27.37
b. Unliquidated Obligations (ULOs)	\$551.97
c. Appeals Reserve - USAC Appeals	(\$20.75)
d. Appeals Reserve - FCC Appeals	(\$25.05)
e. Reserve for future use (per FCC guidance)	(\$200.00)
f. Unpaid Invoices	\$26.60
Total Roll Forward	\$490.18
Funding Year 2024 Collection Requirement	\$2,524.04

Based on the projected burn rate, USAC estimates the following Q4 2024 programmatic budget:

Table C. Quarterly Programmatic Budget

<i>(in millions)</i>	Q3 2024 Budget	Increase/ (Decrease)	Q4 2024 Budget	Notes
Direct Program Costs				
Employee Expenses	\$2.22	\$0.18	\$2.40	
Professional Services	3.30	0.78	4.08	
General & Administrative	0.00	0.00	0.00	See Note 3
Total Direct Program Costs	\$5.52	\$0.96	\$6.48	
Direct Assigned Costs				
Employee Expenses	\$1.02	\$0.06	\$1.08	
Professional Services	2.17	0.08	2.25	
General & Administrative	0.79	0.01	0.80	See Note 3
Total Direct Assigned Costs	\$3.98	\$0.15	\$4.13	
Total Direct Program & Direct Assigned Costs	\$9.50	\$1.11	\$10.61	
Common Allocated Costs	\$12.22	\$0.40	\$12.62	
Total Programmatic Budget	\$21.72	\$1.51	\$23.23	

Note 3: General & Administrative expenses include computer support & maintenance and meetings & conferences.

A comparison of actual expenditures to the budget for the six months ending June 30, 2024, is provided in **Attachment 1**.

Recommendation

USAC management recommends that the Committee approve the Q4 2024 budget and projection of demand as proposed.

Recommended Schools & Libraries Committee Actions

APPROVAL OF THE FOLLOWING RESOLUTIONS:

RESOLVED, that the USAC Schools & Libraries Committee approves a 4th Quarter 2024 Schools and Libraries Support Mechanism direct program budget of \$10.61 million; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$10.61 million for Schools and Libraries Support Mechanism administrative costs in the required August 2, 2024 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on July 29, 2024, the 4th Quarter 2024 Schools and Libraries Support Mechanism demand estimate of \$666.28 million, hereby directs USAC staff to proceed with the required August 2, 2024, filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$25 million.

ATTACHMENT 1

Schools and Libraries Administrative Costs and Headcount Comparison of Actual Expenditures and Headcount to the Budget for the Six Months Ending June 30, 2024

<i>(\$ in millions)</i>	FTE Actual	FTE Budget	FTE Variance	YTD Actual	YTD Budget	Variance
Direct Program Costs						
Employee Expenses	62	66	4	\$4.41	\$4.40	(\$0.01)
Professional Services (Note 4)				9.44	9.09	(0.35)
General & Administrative (Note 5)				0.01	0.00	(0.01)
Total Direct Program Costs				\$13.86	\$13.49	(\$0.37)
Direct Assigned Costs						
Employee Expenses	18	22	4	\$2.05	\$2.02	(\$0.03)
Professional Services (Note 4)				5.24	4.22	(1.02)
General & Administrative (Note 5)				1.38	1.58	0.20
Total Direct Assigned Costs				\$8.67	\$7.82	(\$0.85)
Total Direct Program & Direct Assigned Costs	80	88	8	\$22.53	\$21.31	(\$1.22)
Common Allocated Costs (Note 6)				\$22.68	\$24.01	\$1.33
Total Programmatic Budget				\$45.21	\$45.32	\$0.11

Note 4: Direct Program Professional Services include business process outsourcing (BPO). Direct Assigned Professional Services include E-Rate Productivity Center (EPC) operations & maintenance, beneficiary & contributor audit program audits, and IT contract labor.

Note 5: General & Administrative expenses include computer support & maintenance, printing & postage, and meetings & conferences.

Note 6: Common costs include costs not directly attributable to a program and are allocated based on the Cost Allocation Methodology, which allocates costs based 50% on direct program costs in the prior year and 50% on program demand in the prior year. Actual common allocated costs reflect a reduction for costs allocated to the appropriated programs.



Schools and Libraries Committee

E-Rate Business Update

Open Session

July 29, 2024

Agenda

- Accomplishments
- Funding Year (FY) 2024 Observations
- Cybersecurity Pilot Program
- Q3 2024 Plans
- Roadmap
- Appendices
 - Appendix A: Program Metrics
 - Appendix B: Glossary of Terms

Accomplishments

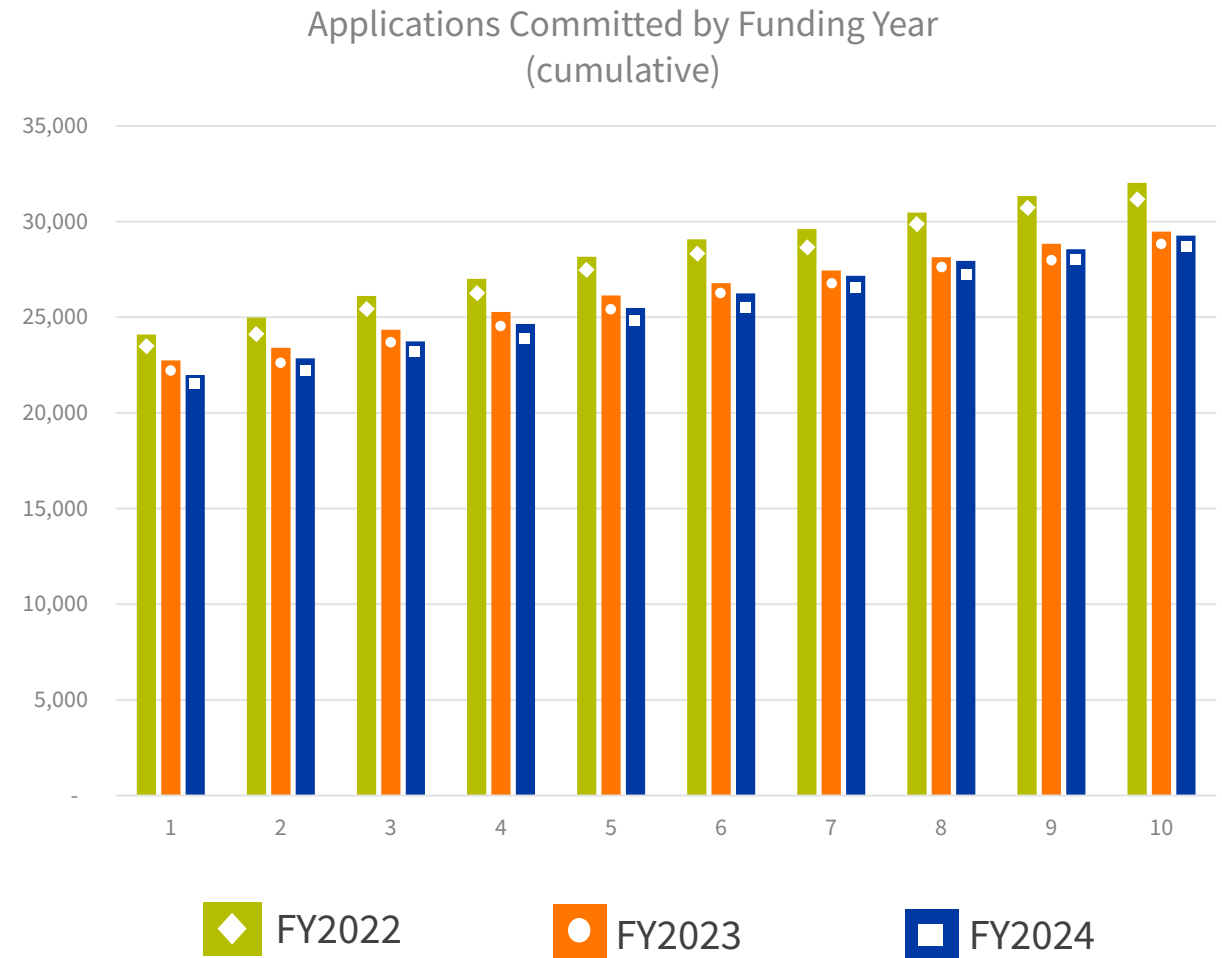
- FY2024 Administration: Processed 81.2 percent (29,265 of 36,019) of FY2024 applications and 56.2 percent of requested dollars (\$1,867.5 million of \$3,325.8 million).
 - 57.9 percent of Fiber applications completed (752 of 1,298); 28.7 percent of requested dollars reviewed (\$104 million of \$362.6 million).
 - 57.8 percent of Consortium applications completed (1,042 of 1,803); 22 percent of requested dollars reviewed (\$92.4 million of \$419.5 million).
 - 771 Tribal applications submitted in FY2024 requesting \$119.8 million; 589 Tribal applications committed for \$47 million.
- FY2023 Administration: Substantially complete.
 - Processed 99.4 percent (34,877 of 35,076) of FY2023 applications and 97.7 percent of requested dollars (\$2,969 million of \$3,038.6 million).
- Authorized disbursements of \$560 million for all funding years in Q2 2024 compared with \$547.6 million in Q2 2023.

Accomplishments (Continued)

- Training and Outreach
 - USAC staff attended the Public Libraries Association, the Consortium for School Networking (COSN), and the Utah Library Association/Mountain Plains Library Association conferences during Q2 2024 to provide school and library applicants with opportunities to ask questions about program requirements for FY2024.
 - USAC held a Program Integrity Assurance (PIA) Review and Selective Review Process webinar in April that provided E-Rate participants with an overview of the PIA review, selective review, and funding decision processes.
 - USAC issued three monthly news briefs covering current topics in the E-Rate life cycle including submitting FCC Form 471 applications for FY2024, the PIA Review and Selective Review processes, responding to PIA inquiries, and next steps to take after receiving a positive funding decision from USAC.

FY2024 Observations

- FY2024 application processing is 3.4 percent behind FY2023 and 8.8 percent behind FY2022 through 10 funding waves.
- Dollars reviewed (\$1.14 billion) for FY2024 through 10 funding waves is 7 percent higher than FY2023 (\$1.07 billion).
- Dollars committed (\$1.58 billion) for FY2024 through 10 funding waves is 5.3 percent higher than FY2023 (\$1.5 billion).
- Fiber application dollars committed for FY2024 are 23.6 percent higher than FY2023 commitments (104.1 million vs. 84.2 million) through 10 funding waves.



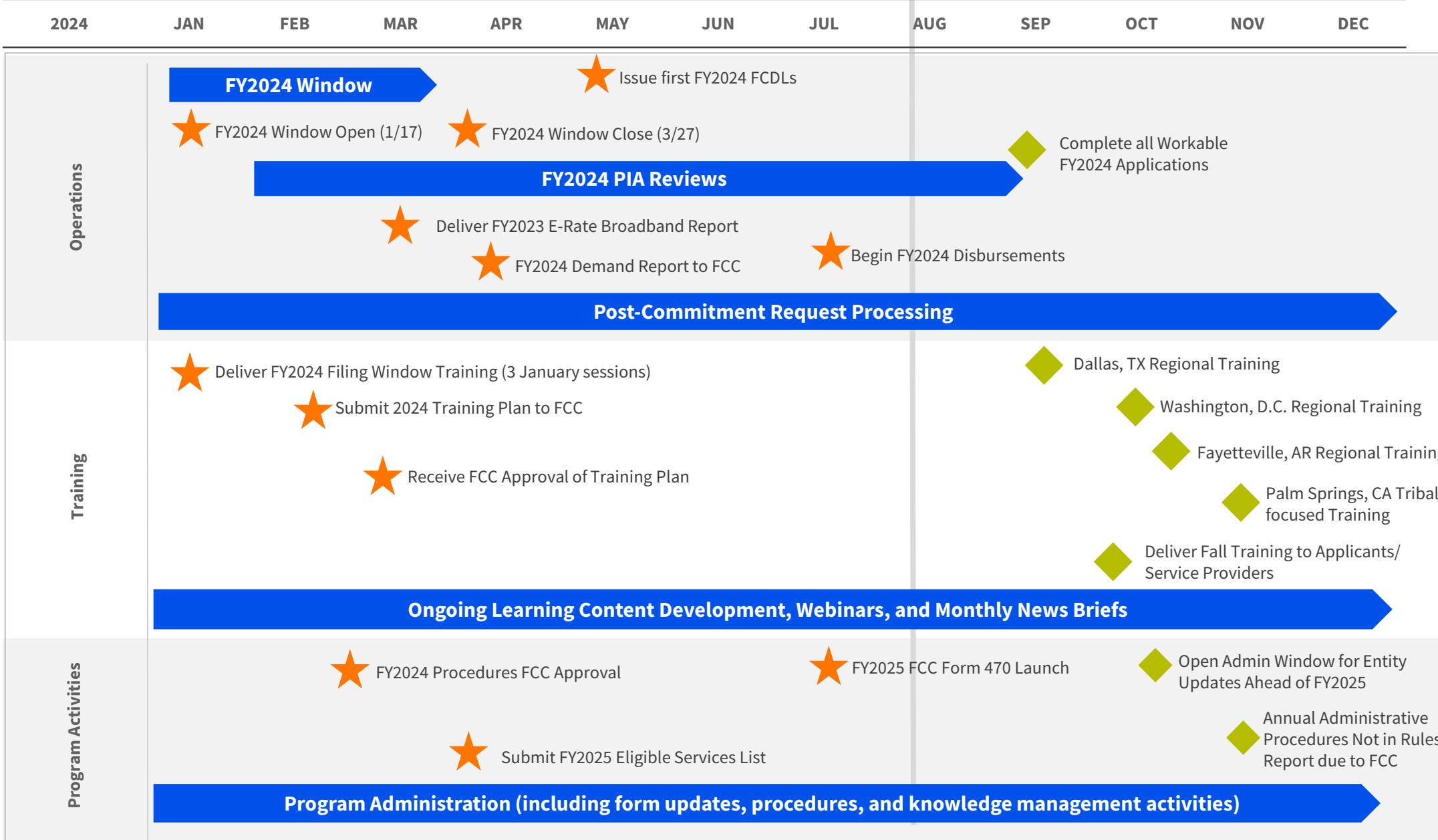
Cybersecurity Pilot Program

- Program Overview
 - On June 11th, the FCC released an order establishing the Schools and Libraries Cybersecurity Pilot Program (Cyber Pilot) and providing up to \$200 million in USF support to participating eligible schools and libraries to defray the costs of eligible cybersecurity services and equipment.
 - USAC will set up and administer the Cyber Pilot by:
 - Defining system requirements and implementing EPC system updates for intake and processing of Cyber Pilot applications.
 - Developing proposed Cyber Pilot forms and review procedures.
 - Processing forms, obligating USF dollars, and authorizing payments for eligible cybersecurity products and services.
 - Conducting outreach with Shared Services to inform stakeholders of application timeline, filing window dates, and other Cyber Pilot requirements.
 - Creating a dedicated web page (www.usac.org/e-rate/cyber-security-pilot-program) and sending emails about the Cyber Pilot to subscribers interested in participating.

Q3 2024 Plans

- FY2024 Administration
 - Continue working toward Sept. 1 target date to complete all workable FCC Form 471 applications.
- Continue processing prior-year applications, appeals, commitment adjustments, and other program transactions.
- Continue deploying enhancements to invoicing and post-commitment functions in EPC.
- Assist Tribal Library Pilot Program applicants during the application review process and help applicants understand and comply with newly established rules for participation in E-Rate.
- Q3 2024 Training
 - Deliver on 2024 E-Rate training plan including attending conferences, hosting webinars and live in-person training sessions, as well as participating in and staffing vendor booths at the American Library Association (June 27-July 2), Southeastern Library Association (July 14-16), and American, Rural, and Small Library 2024 (September 11-14) annual conferences. The first in-person training for 2024 will be September 17 in Dallas, Texas.

Roadmap



Milestone Legend

- At Risk
- On Track
- Completed

Appendix A: E-Rate Program Metrics

E-Rate Pre-Commitment (Data through June 30, 2024)

Fund Year		Q1	Q2	Q3	Q4	Total	
Requested	2024	Demand	35,376	643			36,019
		Requested Dollars	\$3,242,450,360	\$83,334,153			\$3,325,784,512
		Avg. Days Outstanding	119	86			119
	2023	Demand	34,576	481	9	9	35,075
		Requested Dollars	\$2,951,470,030	\$86,672,135	\$252,766	\$161,344	\$3,038,556,275
		Avg. Days Outstanding	481	449	298	242	481
Committed	2024	Reviewed Apps.		29,265			29,265
		Reviewed Dollars		\$1,867,530,592			\$1,867,530,592
	2023	Reviewed Apps.		29,478	3,804	1,082	34,364
		Reviewed Dollars		\$1,620,808,357	\$743,122,069	\$341,556,762	\$2,705,487,188

Dollar values displayed have been rounded. Totals are calculated based on the original (not rounded) figures.

Appendix A: Program Metrics (Continued)

E-Rate Post-Commitment (Data through June 30, 2024)

			Q1	Q2	Q3	Q4	Total
Submitted	2023	Invoice Counts	67,944	64,282	79,322	73,416	284,964
		Invoice Dollars	\$632,978,937	\$650,245,525	\$960,912,169	\$799,633,038	\$3,043,769,668
	2022	Invoice Counts	72,399	68,615	75,152	64,967	281,133
		Invoice Dollars	\$602,933,968	\$505,060,258	\$730,332,914	\$618,504,179	\$2,456,831,320
Disbursed	2023	Invoice Counts	68,933	65,127	77,366	73,075	284,501
		Invoice Dollars	\$544,049,934	\$552,035,811	\$732,945,221	\$640,683,113	\$2,469,714,080
	2022	Invoice Counts	71,397	67,663	70,535	71,538	281,133
		Invoice Dollars	\$532,808,812	\$426,890,200	\$559,416,635	\$580,362,019	\$2,099,477,665

Dollar values displayed have been rounded. Totals are calculated based on the original (not rounded) figures.

Appendix B: Glossary of Terms

Term	Definition
C1	Category One (Data transmission/Internet access)
C2	Category Two (Internal Connections)
FCC	Federal Communications Commission
FY	Funding Year
PIA	Program Integrity Assurance
SL	Schools and Libraries



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