# Universal Service Administrative Company
## High Cost & Low Income Committee
### Quarterly Meeting
#### Agenda

**Monday, January 24, 2022**
12:45 p.m. – 3:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C.  20005

<table>
<thead>
<tr>
<th><strong>HIGH COST OPEN SESSION</strong></th>
<th><strong>Estimated Duration in Minutes</strong></th>
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<tr>
<td>Chair</td>
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<tr>
<td><strong>a1.</strong> Consent Items (each available for discussion upon request):</td>
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<tr>
<td>A. Approval of High Cost &amp; Low Income Committee Meeting Minutes of October 25 and December 2, 2021.</td>
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<td>B. Approval of moving all Executive Session items into Executive Session</td>
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<td>Chair</td>
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<td><strong>a2.</strong> Recommendation for Election of Committee Chair and Vice Chair</td>
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<tr>
<td>Vic</td>
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<td><strong>a3.</strong> Approval of High Cost Support Mechanism 2nd Quarter 2022 Programmatic Budget and Demand Projection for the January 31, 2022 FCC Filing</td>
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<tr>
<td>Teleshia</td>
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<td><strong>i1.</strong> Information on One USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports (For Information Only)</td>
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<tr>
<td>Vic</td>
<td>20</td>
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<td><strong>i2.</strong> High Cost Business Update:</td>
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<td>• 2021 Accomplishments</td>
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<td>• Verifications</td>
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<td>• Performance Measures</td>
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<td>• Plans for Next Quarter</td>
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<td>• Roadmap</td>
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<th><strong>LOW INCOME OPEN SESSION</strong></th>
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<td>Pam</td>
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<tr>
<td><strong>a4.</strong> Approval of Low Income Support Mechanism 2nd Quarter 2022 Programmatic Budget and Demand Projection for the January 31, 2022 FCC Filing</td>
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<td>Teleshia</td>
<td>i3. Information on Seven USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report <em>(For Information Only)</em></td>
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</table>
| Pam | i4. Low Income (Lifeline) Business Update  
- Program Highlights  
- National Verifier Highlights  
- Metrics  
- Roadmap | 20 |

**LOW INCOME EXECUTIVE SESSION**  
Confidential – Executive Session Recommended  
*Estimated Duration in Minutes*

| Pam Teleshia | i5. Low Income (Lifeline) Business Update *(Continued)*  
- Opt-Out States  
- Update on Lifeline Forensic and Holding Company Audits | 15 |
| Pam | a5. Approval of Low Income Support Mechanism 2022 Annual Programmatic Budget | 10 |

**HIGH COST EXECUTIVE SESSION**  
Confidential – Executive Session Recommended  
*Estimated Duration in Minutes*

| Vic | i6. High Cost Business Update *(Continued)*  
- CAF II Model Achievements  
- Verification Procedures to Evaluate Deployment  
- CAF II Model Verifications Summary  
- Observations  
- Planning for 2022 | 20 |
| Vic | a6. Approval of High Cost Support Mechanism 2022 Annual Programmatic Budget | 10 |
| Chair | i7. Executive Session Discussion with the High Cost and Low Income Committee/Board | 5 |

Next Scheduled USAC High Cost & Low Income Committee Meeting  
*Monday, April 25, 2022*  
USAC Offices, Washington, D.C.
The quarterly meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was held at USAC’s offices in Washington, D.C. on Monday, January 24, 2022. A virtual meeting platform was available to the general public for Open Session to accommodate the need for increased physical distancing on site due to the COVID-19 pandemic. Ms. Olivia Wein, Committee Vice Chair, chaired the meeting on behalf Mr. Ken Mason, Committee Chair, who was not able to attend the meeting in-person. Ms. Wein called the meeting to order at 12:47 p.m. Eastern Time, with a quorum of ten of 11 Committee members present:

Chalk, Indra – by telephone
Freeman, Sarah
Gillan, Joe
Jacobs, Ellis – by telephone
Mason, Ken – Chair – by telephone

Polk, Stephanie – by telephone
Sekar, Radha – Chief Executive Officer
Skrivan, Michael – by telephone
Waller, Jeff – by telephone
Wein, Olivia – Vice Chair

Members of the Committee not present:

Feiss, Geoff

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Choroser, Beth – Member of the Board – by telephone
Delmar, Teleshia – Vice President of Audit and Assurance – by telephone
Gaither, Victor – Vice President of High Cost – by telephone
Garber, Michelle – Vice President of Finance and Chief Financial Officer – by telephone
Gregory, Amber – Member of the Board – by telephone
Hughet, Pamela – Vice President of Lifeline
Hutchinson, Kyle – Vice President of IT and Chief Information Officer – by telephone
Sweeney, Mark – Vice President of Rural Health Care – by telephone
Wade, Dr. Joan – Member of the Board – by telephone

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, where necessary, or to correct grammatical or spelling errors.
Wibberly, Dr. Kathy – Member of the Board

Others present:

<table>
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<tr>
<th>NAME</th>
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<tr>
<td>Augustino, Steven</td>
<td>by telephone – Kelley Drye &amp; Warren LLP</td>
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<tr>
<td>Boakye-Gyan, Carol</td>
<td>by telephone – USAC</td>
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<tr>
<td>Nuzzo, Patsy</td>
<td>USAC</td>
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<tr>
<td>Pace, Regina</td>
<td>by telephone – USAC</td>
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<tr>
<td>Phillippi, Megan</td>
<td>USAC</td>
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<tr>
<td>Schrader, Theresa</td>
<td>by telephone – Broadband Legal Strategies, LLC</td>
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<td>Tiwari, Tanya</td>
<td>USAC</td>
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<tr>
<td>Williams, Erin</td>
<td>USAC</td>
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**HIGH COST OPEN SESSION**

All materials from *Open Session* can be found on the [USAC website](https://www.usac.org).

**a1. Consent Items.** Ms. Wein presented this item to the Committee:

A. Approval of High Cost & Low Income Committee Meeting Minutes of October 25 and December 2, 2021.

B. Approval of moving all *Executive Session* items into *Executive Session*:

1. i5 – Low Income (Lifeline) Business Update (Continued). USAC management recommended that this item be discussed in *Executive Session* because it involves specific internal controls or confidential company data and internal rules and procedures concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in disclosure of confidential techniques and procedures that would compromise program integrity.

2. a5 – Approval of Low Income Support Mechanism 2022 Annual Programmatic Budget. USAC management recommended that this item be discussed in *Executive Session* because this matter relates to USAC’s procurement strategy and contract administration.

3. i6 – High Cost Business Update (Continued). USAC management recommended that this item be discussed in *Executive Session* because it involves specific internal controls or confidential company data and internal rules and procedures concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in disclosure of confidential techniques and procedures that would compromise program integrity.

4. a6 – Approval of High Cost Support Mechanism 2022 Annual Programmatic Budget. USAC management recommended that this...
item be discussed in *Executive Session* because this matter relates to USAC’s procurement strategy and contract administration.

(5) i7 – *Executive Session* Discussion with the High Cost and Low Income Committee/Board. USAC management recommended that this item be discussed in *Executive Session* because it relates to the Committee’s oversight responsibilities and may involve discussion of specific internal controls or confidential company data or 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 High Cost & Low Income Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of October 25 and December 2, 2021; and (2) discussion in *Executive Session* of the items noted above.

a2. **Recommendation for Election of Committee Chair and Vice Chair.** Ms. Wein introduced Ms. Freeman. As a member of the Nominating Committee, Ms. Freeman reported on the election recommendations for the High Cost and Low Income Committee.

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

**RESOLVED,** that the USAC High Cost and Low Income Committee recommends that the USAC Board of Directors elect Ken Mason as Chair and Olivia Wein as Vice Chair of the Committee. The term for each position begins immediately upon the election to such position by the Board and ends at such time as the Chair or Vice Chair (as the case may be): (i) is replaced by a successor selected by the Board, (ii) resigns from the Committee or the Board, (iii) is removed by resolution of the Board, or (iv) is no longer a member of the Board (whichever comes first).

a3. **Approval of High Cost Support Mechanism 2nd Quarter 2022 Programmatic Budget and Demand Projection for the January 31, 2022 Federal Communications Commission (FCC) Filing.** Mr. Gaither presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the High Cost support mechanism 2nd quarter 2022 programmatic budget and demand projection for the January 31, 2022 FCC filing.

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

Available For Public Use
RESOLVED, that the USAC High Cost and Low Income Committee approves a 2nd Quarter 2022 High Cost Support Mechanism program budget of $6.34 million; and

RESOLVED FURTHER, that the USAC High Cost and Low Income Committee directs USAC staff to submit a collection requirement of $6.34 million for High Cost Support Mechanism administrative costs in the required January 31, 2022 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost and Low Income Committee, having reviewed at its meeting on January 24, 2022 the 2nd Quarter 2022 High Cost Support Mechanism demand estimate of $881.36 million, hereby directs USAC staff to proceed with the required January 31, 2022 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the High Cost 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 $15 million.

i1. Information on One USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Report. This item was provided for information purposes only. Ms. Wein noted that the High Cost & Low Income Audit Briefing Book would be made public and posted to the USAC website.

i2. High Cost Business Update. Mr. Gaither presented PowerPoint slides to the Committee covering the following items:
   • 2021 Accomplishments
   • Verifications
   • Performance Measures
   • Plans for Next Quarter
   • Roadmap

LIFELINE OPEN SESSION

a3. Approval of Low Income Support Mechanism 2nd Quarter 2022 Programmatic Budget and Demand Projection for the January 31, 2022 FCC Filing. Ms. Hughet presented this item to the Committee for consideration. The presentation included a written report on USAC management’s recommendations for the Low Income support mechanism 2nd quarter 2022 programmatic budget and demand projection for the January 31, 2022 FCC filing.

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

Available For Public Use
RESOLVED, that the USAC High Cost and Low Income Committee approves a 2nd Quarter 2022 Low Income Support Mechanism direct program budget of $10.62 million; and

RESOLVED FURTHER, that the USAC High Cost and Low Income Committee directs USAC staff to submit a collection requirement of $10.62 million for Low Income Support Mechanism administrative costs in the required January 31, 2022 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost and Low Income Committee, having reviewed at its meeting on January 24, 2022 the 2nd Quarter 2022 Low Income Support Mechanism demand estimate of $220.47 million, hereby directs USAC staff to proceed with the required January 31, 2022 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Low Income 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 $15 million.

i3. Information on Seven USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Reports. This item was provided for information purposes only. Ms. Wein noted that the High Cost & Low Income Audit Briefing Book would be made public and posted to the USAC website.

i4. Lifeline Business Update. Ms. Hughet presented PowerPoint slides to the Committee covering the following items:
   - Program Highlights
   - National Verifier Highlights
   - Metrics
   - Roadmap

At 1:24 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.

LOW INCOME EXECUTIVE SESSION

i5. Lifeline Business Update (Continued). Ms. Hughet and Ms. Delmar presented this item to the Committee for discussion. The presentation included information on opt-out states and an update on Lifeline forensic and holding company audits.

a5. Approval of Low Income Support Mechanism 2022 Annual Programmatic Budget. Ms. Hughet presented this item to the Committee for
consideration. The presentation included a written report on the Low Income Support Mechanism annual programmatic budget.

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

**RESOLVED,** that the High Cost and Low Income Committee approves a 2022 annual programmatic budget for the Low Income Support Mechanism of $40.50 million.

**HIGH COST EXECUTIVE SESSION**

i6. **High Cost Business Update (Continued).** Mr. Gaither presented PowerPoint slides to the Committee covering the following items:
   - CAF II Model Achievements
   - Verification Procedures to Evaluate Deployment
   - CAF II Model Verifications Summary
   - Observations
   - Planning for 2022

a6. **Approval of High Cost Support Mechanism 2022 Annual Programmatic Budget.** Mr. Gaither presented this item to the Committee for consideration. The presentation included a written report on the High Cost Support Mechanism annual budget.

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

**RESOLVED,** that the High Cost and Low Income Committee approves a 2022 annual programmatic budget for the High Cost Support Mechanism of $25.07 million.

i7. **Executive Session Discussion with the High Cost and Low Income Committee and Board.** The Committee determined that a confidential Executive Session for members of the High Cost and Low Income Committee and the Board was not needed.

**OPEN SESSION**

At 2:01 p.m. Eastern Time, the Committee moved out of Executive Session and immediately reconvened in Open Session, at which time Ms. Wein reported that in Executive Session, the Committee discussed items i5 and i6 and took action on items a5 and a6.

On a motion duly made and seconded, the Committee adjourned at 2:02 p.m. Eastern Time.
/s/ Olivia Wein
Secretary
Universal Service Administrative Company  
Joint Meeting of the Board of Directors and  
High Cost & Low Income Committee Meeting Agenda

Tuesday, February 22, 2022  
2:00 p.m. – 3:00 p.m. ET  
Virtual Meeting  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005

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<th>ACTION ITEMS</th>
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<tr>
<td><strong>Executive Session Recommended – Confidential</strong></td>
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<tr>
<td>Chris</td>
<td>a1. Consideration to Exercise Option Year for Third Party Identification and Verification Services for the Lifeline Program and the Affordable Connectivity Program</td>
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<td>Chris</td>
<td>a2. Consideration of a Contract Award for Appian Cloud Services and Licenses</td>
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<td>a4. Consideration of a Contract Award for Puppet Enterprise Subscription</td>
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<td>a5. Consideration of a Contract Award for Tableau Licenses and Support</td>
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<td>Chris</td>
<td>a6. Consideration of a Contract Modification for Call Center Services and Customer Relationship Management System</td>
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MINUTES

Due to the temporary closure of USAC’s offices in Washington, D.C. in response to the COVID-19 pandemic, the non-quarterly meeting of the High Cost & Low Income Committee (Committee) was conducted by web conference on Tuesday, February 22, 2022. At the request of Ken Mason, Committee Chair, Joe Gillan, Board Chair, chaired the meeting. The meeting was called to order at 2:01 p.m. Eastern Time, with a quorum of 9 of the 11 Committee members present:

Feiss, Geoff
Freeman, Sarah
Gillan, Joe
Jacobs, Ellis
Mason, Ken – Chair

Sekar, Radha – Chief Executive Officer
Skrivan, Michael
Waller, Jeff
Wein, Olivia – Vice Chair

Stephanie Polk joined the meeting at 2:13 p.m. Eastern Time. She did not take action on or participate in the discussion of item a1.

Member of the Committee not present:

Chalk, Indra

Officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Domenech, Dr. Dan – Member of the Board
Fontana, Brent – Member of the Board
Gregory, Amber – Member of the Board
Hughet, Pamela – Vice President of Lifeline
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Schell, Julie Tritt – Member of the Board
Wibberly, Dr. Kathy – Member of the Board
Williams, Erin – Acting Vice President and 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, where necessary, or to correct grammatical or spelling errors.
Others present by telephone:

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<tr>
<td>Faunce, Donna</td>
<td>USAC</td>
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<td>Pace, Regina</td>
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<td>Phillippi, Megan</td>
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<td>Theobald, Fred</td>
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<td>Tiwari, Tanya</td>
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**OPEN SESSION**

a1. **Consideration to Exercise Option Year for Third Party Identification and Verification Services for the Lifeline Program and the Affordable Connectivity Program.** USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC’s *procurement strategy and contract administration*.

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

**RESOLVED**, that the High Cost & Low Income Committee approves discussion of this item in *Executive Session*.

At 2:01 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

**EXECUTIVE SESSION**

a1. **Consideration to Exercise Option Year for Third Party Identification and Verification Services for the Lifeline Program and the Affordable Connectivity Program.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to exercise the first one-year option period of the contract with Transunion Public Sector for the performance of third party identification verification services to support the Lifeline Program.

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

**RESOLVED**, that the High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to exercise the first one-year option period of its contract with Transunion Public Sector for third party identification verification services for applicant data provided to USAC via the National Lifeline Accountability Database to support the Lifeline Program, using Universal Service Fund funds (Task 1). The one-year option period will have an amount not-to-
exceed $340,000.00 (plus applicable taxes), using Universal Service Funds, to support the Lifeline Program.

OPEN SESSION

At 2:25 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of Executive Session and immediately reconvened in Open Session, at which time Mr. Gillan reported that, in Executive Session, the Committee discussed and took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 2:26 p.m. Eastern Time.

/she/ Erin Williams  
Assistant Secretary
Universal Service Administrative Company  
High Cost & Low Income Committee  
Quarterly Meeting  
Agenda  

Monday, April 25, 2022  
1:15 p.m. – 3:10 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C.  20005

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| **Chair** | a1. Consent Items (each available for discussion upon request):  
| | A. Approval of High Cost & Low Income Committee Meeting Minutes of January 24 and February 22, 2022.  
| | B. Approval of moving all *Executive Session* items into *Executive Session*  
| **Vic** | a2. Approval of High Cost Support Mechanism 3rd Quarter 2022 Programmatic Budget and Demand Projection for the May 2, 2022 FCC Filing  
| **Teleshia** | i1. Information on Two USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports  
| (For Information Only) |  
| **Vic** | i2. High Cost Business Update:  
| | • Accomplishments  
| | • Upcoming ELAP and PMM Milestones for Q2 and Q3  
| | • Upcoming Plans  
| | • Roadmap  
| | • Systems Update  
| | • Appendix: Metrics  

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| **Pam** | a3. Approval of Low Income Support Mechanism 3rd Quarter 2022 Programmatic Budget and Demand Projection for the May 2, 2022 FCC Filing  

Available For Public Use  
1 of 2
| Teleshia | i3. Information on One USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report  
(For Information Only) |
|---|---|
| Pam | i4. Low Income (Lifeline) Business Update  
- Accomplishments  
  - National Verifier Highlights  
- Plans for Next Quarter  
- Roadmap  
- Appendix: Metrics |

| LOW INCOME EXECUTIVE SESSION  
Confidential – Executive Session Recommended | Estimated Duration in Minutes |
|---|---|
| Pam | i5. Low Income (Lifeline) Business Update (Continued)  
- Call Center Metrics |
| Chris | a4. Consideration of a Contract Modification for Third Party Identification and Verification (TPIV) Services for Lifeline Program |

| HIGH COST EXECUTIVE SESSION  
Confidential – Executive Session Recommended | Estimated Duration in Minutes |
|---|---|
| Vic Teleshia | i6. High Cost Business Update (Continued)  
- Update on Rural Broadband Accountability Plan (RBAP)  
- Call Center Metrics |
| Chair | i7. Executive Session Discussion with the High Cost and Low Income Committee/Board |

Next Scheduled USAC High Cost & Low Income Committee Meeting  
Monday, July 25, 2022  
USAC Offices, Washington, D.C.
The quarterly meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was held at USAC’s offices in Washington, D.C. on Monday, April 25, 2022. A virtual meeting platform was available to the general public for Open Session to accommodate the need for increased physical distancing on site due to the COVID-19 pandemic. Mr. Ken Mason, Committee Chair, called the meeting to order at 1:24 p.m. Eastern Time, with a quorum of all 11 Committee members present:

Chalk, Indra
Feiss, Geoff
Freeman, Sarah – by telephone
Gillan, Joe
Jacobs, Ellis – by telephone
Mason, Ken – Chair
Polk, Stephanie – by telephone
Sekar, Radha – Chief Executive Officer
Skrivan, Michael
Waller, Jeff – by telephone
Wein, Olivia – Vice Chair

Other Board members and officers of the corporation present:

Buzacott, Alan – Member of the Board – by telephone
Beyerhelm, Chris – Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services – by telephone
Delmar, Teleshia – Vice President of Audit and Assurance – by telephone
Fontana, Brent – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer – by telephone
Gregory, Amber – Member of the Board – by telephone
Hughet, Pamela – Vice President of Lifeline
Hutchinson, Kyle – Vice President of IT and Chief Information Officer – by telephone
Schell, Julie Tritt – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care – by telephone
Williams, Erin – Acting Vice President, General Counsel, and Assistant Secretary

Others present:

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, where necessary, or to correct grammatical or spelling errors.

Available For Public Use
HIGH COST OPEN SESSION

All materials from Open Session can be found on the USAC website.

a1. Consent Items. Mr. Mason presented this item to the Committee:

A. Approval of High Cost & Low Income Committee Meeting Minutes of January 24 and February 22, 2022.

B. Approval of moving all Executive Session items into Executive Session:
   (1) i5 – Low Income (Lifeline) Business Update (Continued). USAC management recommended that this item be discussed in Executive Session because it may involve discussion of specific internal controls or confidential company data or 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.

   (2) a4 – Consideration of a Contract Modification for Third Party Identification and Verification (TPIV) Services for Lifeline Program. USAC management recommends that this item be discussed in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

   (3) i6 – High Cost Business Update (Continued). USAC management recommended that this item be discussed in Executive Session because it may involve discussion of specific internal controls or confidential company data or 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.
(4) **Executive Session** Discussion with the High Cost and Low Income Committee/Board. USAC management recommended that this item be discussed in **Executive Session** because it relates to the Committee’s oversight responsibilities and may involve discussion of specific internal controls or confidential company data or 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 High Cost & Low Income Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of January 24 and February 22, 2022; and (2) discussion in **Executive Session** of the items noted above.

a2. **Approval of High Cost Support Mechanism 3rd Quarter 2022 Programmatic Budget and Demand Projection for the May 2, 2022 Federal Communications Commission (FCC) Filing.** Mr. Gaither presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the High Cost Support Mechanism 3rd quarter 2022 programmatic budget and demand projection for the May 2, 2022 FCC filing.

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

**RESOLVED**, that the USAC High Cost & Low Income Committee approves a 3rd Quarter 2022 High Cost Support Mechanism program budget of $6.32 million; and

**RESOLVED FURTHER**, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of $6.32 million for High Cost Support Mechanism administrative costs in the required May 2, 2022 filing to the Federal Communications Commission on behalf of the Committee; and

**RESOLVED FURTHER**, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on April 25, 2022 the 3rd Quarter 2022 High Cost Support Mechanism demand estimate of $992.51 million, hereby directs USAC staff to proceed with the required May 2, 2022 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the High Cost 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 $15 million.

i1. **Information on Two USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes* only. Mr. Mason noted that the High Cost & Low Income Audit Briefing Book would be made public and posted to the USAC website.

i2. **High Cost Business Update.** Mr. Gaither presented PowerPoint slides to the Committee covering the following items:
   - Accomplishments
   - Upcoming ELAP and PMM Milestones for Q2 and Q3
   - Upcoming Plans
   - Roadmap
   - Systems Update

**LIFELINE OPEN SESSION**

a3. **Approval of Low Income Support Mechanism 3rd Quarter 2022 Programmatic Budget and Demand Projection for the May 2, 2022 FCC Filing.** Ms. Hughet presented this item to the Committee for consideration. The presentation included a written report on USAC management’s recommendations for the Low Income Support Mechanism 3rd quarter 2022 programmatic budget and demand projection for the May 2, 2022 FCC filing.

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

**RESOLVED,** that the USAC High Cost & Low Income Committee approves a 3rd Quarter 2022 Low Income Support Mechanism direct program budget of $9.96 million; and

**RESOLVED FURTHER,** that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of $9.96 million for Low Income Support Mechanism administrative costs in the required May 2, 2022 filing to the Federal Communications Commission on behalf of the Committee; and

**RESOLVED FURTHER,** that the USAC High Cost & Low Income Committee, having reviewed at its meeting on April 25, 2022 the 3rd Quarter 2022 Low Income Support Mechanism demand estimate of $269.22 million, hereby directs USAC staff to proceed with the required May 2, 2022 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Low Income 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 $15 million.
than $10 million, but not more than $15 million.

i3. **Information on One USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report.** This item was provided for information purposes only. Mr. Mason noted that the High Cost & Low Income Audit Briefing Book would be made public and posted to the USAC website.

i4. **Low Income (Lifeline) Business Update.** Ms. Hughet presented PowerPoint slides to the Committee covering the following items:
   - Accomplishments
     - National Verifier Highlights
   - Plans for Next Quarter
   - Roadmap

At 2:09 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.

**LOW INCOME EXECUTIVE SESSION**

i5. **Low Income (Lifeline) Business Update (Continued).** Ms. Hughet presented PowerPoint slides to the Committee covering the following item:
   - Call Center Metrics

a4. **Consideration of a Contract Modification for Third Party Identification and Verification (TPIV) Services for Lifeline Program.** Mr. Beyerhelm presented this item to the Board. The presentation included a written summary and report detailing USAC management’s recommendation to modify the contract with Transunion Public Sector to perform TPIV services to support the Lifeline Program.

On a motion duly made and seconded, the Board adopted the following resolution:

**RESOLVED,** that the High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to increase the base year amount of its contract with Transunion Public Sector to perform Third Party Identification and Verification services for applicant data provided to USAC via the National Lifeline Accountability Database to support the Lifeline Program by $120,000.00 (plus applicable taxes), increasing the total not-to-exceed amount of the contract to $700,000.00 (plus applicable taxes), subject to required Federal Communications Commission approval.

**HIGH COST EXECUTIVE SESSION**

i6. **High Cost Business Update (Continued).** Mr. Gaither and Ms. Delmar
presented PowerPoint slides to the Committee covering updates on the Rural Broadband Accountability Plan. Mr. Gaither also presented PowerPoint slides to the Committee covering call center metrics.

i7. **Executive Session Discussion with the High Cost and Low Income Committee and Board.** The Committee determined that a confidential *Executive Session* for members of the High Cost and Low Income Committee and the Board was not needed.

**OPEN SESSION**

At 2:40 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Mason reported that in *Executive Session*, the Committee discussed items i5 and i6 and took action on item a4.

On a motion duly made and seconded, the Committee adjourned at 2:40 p.m. Eastern Time.

/s/ Erin Williams  
Secretary
**Universal Service Administrative Company**  
**Joint Meeting of the Board of Directors, High Cost & Low Income Committee, and Schools & Libraries**  
**Committee Meeting Agenda**

**Wednesday, May 18, 2022**  
1:00 p.m. – 2:00 p.m. ET  
Virtual Meeting  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C.  20005

<table>
<thead>
<tr>
<th>BOARD OF DIRECTORS ACTION ITEMS</th>
<th>Estimated Duration in Minutes</th>
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</thead>
<tbody>
<tr>
<td><strong>Executive Session Recommended – Confidential</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a1. Consideration of a Contract Award for Coupa Licenses and Support</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a2. Consideration of Contract Award for Redundant Telecom Circuits and Related Service</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a3. Consideration of a Contract Award for Amazon Web Services and GovCloud Hosting</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a4. Consideration of a Contract Modification for Cisco Smartnet Support</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a5. Consideration of a Task Order Modification for Enterprise Architecture Assessment and Support Services</strong></td>
</tr>
<tr>
<td><strong>Chris</strong></td>
<td><strong>a6. Consideration of a Contract Modification for Long-Term Project Management Office Services for Emergency Connectivity Fund (ECF)</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a7. Consideration of a Contract Modification for Call Center Services and Customer Relationship Management System</strong></td>
</tr>
<tr>
<td><strong>Chris</strong></td>
<td><strong>a8. Consideration of Contract Award for Computer Matching Program Operations and Maintenance Services (aHCLI01)</strong></td>
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<thead>
<tr>
<th>HIGH COST &amp; LOW INCOME COMMITTEE ACTION ITEMS</th>
<th>Estimated Duration in Minutes</th>
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<tr>
<td><strong>Executive Session Recommended – Confidential</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a1. Consideration of Contract Award for Computer Matching Program Operations and Maintenance Services (aBOD08)</strong></td>
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<tr>
<td><strong>Chris</strong></td>
<td><strong>a2. Consideration of a Task Order Award for High Cost System Modernization Project Management Office</strong></td>
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<tr>
<td>Services</td>
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</table>
| **SCHOOLS & LIBRARIES COMMITTEE ACTION ITEMS**  
*Executive Session Recommended – Confidential*  

| Chris | **a1.** Consideration of a Task Order Award for E-Rate Legacy Systems and Future Enhancement Project Management Office Services | 5 |

*Estimated Duration in Minutes*
The non-quarterly meeting of the High Cost & Low Income Committee (Committee) was conducted by web conference on Wednesday, May 18, 2022. At the requested of Ken Mason, Committee Chair, Joe Gillan, Board Chair, chaired the meeting. The meeting was called to order at 1:01 p.m. Eastern Time, with a quorum of eight of the 11 Committee members present:

Chalk, Indra
Feiss, Geoff
Freeman, Sarah
Gillan, Joe

Mason, Ken – Chair
Sekar, Radha – Chief Executive Officer
Skrivan, Michael
Wein, Olivia – Vice Chair

Member of the Committee not present:

Jacobs, Ellis
Polk, Stephanie

Waller, Jeff

Officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Davis, Craig – Vice President of Schools & Libraries
Fontana, Brent – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
Gregory, Amber – Member of the Board
Hughet, Pamela – Vice President of Lifeline
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Schell, Julie Tritt – Member of the Board
Williams, Erin – Acting Vice President and 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, where necessary, or to correct grammatical or spelling errors.

Available For Public Use
Others present by telephone:

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
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<tbody>
<tr>
<td>Nuzzo, Patsy</td>
<td>USAC</td>
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<tr>
<td>Pace, Regina</td>
<td>USAC</td>
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<td>Phillippi, Megan</td>
<td>USAC</td>
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<td>Wilson, Carl</td>
<td>USAC</td>
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</tbody>
</table>

**OPEN SESSION**

**a1. Consideration of Contract Award for Computer Matching Program Operations and Maintenance Services.** USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC’s *procurement strategy and contract administration*.

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

RESOLVED, that the High Cost & Low Income Committee approves discussion of this item in *Executive Session*.

**a2. Consideration of a Task Order Award for High Cost System Modernization Project Management Office Services.** USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC’s *procurement strategy and contract administration*.

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

RESOLVED, that the High Cost & Low Income Committee approves discussion of this item in *Executive Session*.

At 1:02 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

**EXECUTIVE SESSION**

**a1. Consideration of Contract Award for Computer Matching Program Operations and Maintenance Services.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to award a contract for operations and maintenance services and IT security incident work in support of the currently developed and in-use application programming interface (API) providing automated computer matching for eligibility verifications for the Lifeline program.
RESOLVED, that the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to award a one-year sole source contract to the Centers for Medicare and Medicaid Services for operations and maintenance services and IT security incident work in support of the currently developed and in-use application programming interface providing automated computer matching for eligibility verifications for the Lifeline Program, for a firm-fixed price of $648,120.00 (plus applicable taxes) over the one year term, subject to required Federal Communications Commission approval and subject to an allocation of the total contract cost to the Universal Service Fund in support of the Lifeline Program, as eventually determined by the parties and as instructed in writing by the Federal Communications Commission.

RESOLVED, that the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to award a time and material task order under the USAC Professional Services Indefinite Delivery/Indefinite Quantity contract (Contract No. USAC 20-015) to Grant Thornton Public Sector LLC, subject to required Federal Communications Commission approval, for High Cost System Modernization Project Management Office Services. The task order will have a total not-to-exceed amount of $3,896,491.68 (plus applicable taxes) over a twelve (12) month base period, and two (2) additional one-year option terms for a three (3) year total period of performance. Exercise of option terms to extend the task order beyond the initial twelve (12) month base period is subject to required Federal Communications Commission approval.

OPEN SESSION

At 2:15 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of Executive Session and immediately reconvened in Open Session, at which time Mr. Gillan reported that, in Executive Session, the Committee discussed and took action on items a1 and a2.
On a motion duly made and seconded, the Committee adjourned at 2:16 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary
Universal Service Administrative Company  
High Cost & Low Income Committee  
Quarterly Meeting  
Agenda  

Monday, July 25, 2022  
2:20 p.m. – 4:20 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C.  20005

<table>
<thead>
<tr>
<th><strong>HIGH COST OPEN SESSION</strong></th>
<th><strong>Estimated Duration in Minutes</strong></th>
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<tbody>
<tr>
<td>Chair</td>
<td></td>
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<tr>
<td><strong>a1.</strong> Consent Items (each available for discussion upon request):</td>
<td>5</td>
</tr>
<tr>
<td>A. Approval of High Cost &amp; Low Income Committee Meeting Minutes of April 25 and May 18, 2022.</td>
<td></td>
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<tr>
<td>B. Approval of moving all <em>Executive Session</em> items into <em>Executive Session</em></td>
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<td>Vic</td>
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<tr>
<td><strong>a2.</strong> Approval of High Cost Support Mechanism 4th Quarter 2022 Programmatic Budget and Demand Projection for the August 2, 2022 FCC Filing</td>
<td>5</td>
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<tr>
<td>Teleshia</td>
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<tr>
<td><strong>i1.</strong> Information on Four USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports (<em>For Information Only</em>)</td>
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<td>Vic</td>
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<td><strong>i2.</strong> High Cost Business Update:</td>
<td>25</td>
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<tr>
<td>• Verification Highlights, Roadmap, and Status</td>
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<td>• ELAP and PMM Reporting Milestone</td>
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<td>• RDOF LOC Status</td>
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<td>• Roadmap</td>
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<td>• Appendix: Program Metrics</td>
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<tr>
<th><strong>LOW INCOME OPEN SESSION</strong></th>
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<tbody>
<tr>
<td>Pam</td>
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<tr>
<td><strong>a3.</strong> Approval of Low Income Support Mechanism 4th Quarter 2022 Programmatic Budget and Demand Projection for the August 2, 2022 FCC Filing</td>
<td>5</td>
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<td>Teleshia</td>
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<tr>
<td><strong>i3.</strong> Information on One USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report (<em>For Information Only</em>)</td>
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Available For Public Use  
1 of 2
### Low Income Executive Session

**Confidential – Executive Session Recommended**

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<tr>
<th><strong>Meeting</strong></th>
<th><strong>Task</strong></th>
<th><strong>Description</strong></th>
<th><strong>Estimated Duration in Minutes</strong></th>
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<tbody>
<tr>
<td>Pam</td>
<td>i4.</td>
<td>Low Income (Lifeline) Business Update</td>
<td>25</td>
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<tr>
<td></td>
<td></td>
<td>• Accomplishments and Major Developments</td>
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<td>o National Verifier Highlights</td>
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<td>o Lifeline Subscriber Trends</td>
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<td>• Plans for Next Quarter</td>
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<td>• Roadmap</td>
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<td>• Appendix: Program Metrics</td>
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<tr>
<td>Telesia</td>
<td>i5.</td>
<td>Information on One USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report (For Information Only)</td>
<td>5</td>
</tr>
<tr>
<td>Pam</td>
<td>a4.</td>
<td>Approval of Revised Low Income Support Mechanism 2022 Annual Budget</td>
<td>5</td>
</tr>
<tr>
<td>Chris</td>
<td>a5.</td>
<td>Consideration of a Contract Modification for Lifeline Program Call Center Services</td>
<td>5</td>
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### High Cost Executive Session

**Confidential – Executive Session Recommended**

<table>
<thead>
<tr>
<th><strong>Meeting</strong></th>
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<tbody>
<tr>
<td>Vic</td>
<td>i6.</td>
<td>High Cost Business Update (Continued)</td>
<td>20</td>
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<td></td>
<td></td>
<td>• High Cost Legacy Funds Program Integrity Assurance 2022 Update</td>
<td></td>
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<tr>
<td>Chair</td>
<td>i7.</td>
<td>Executive Session Discussion with the High Cost and Low Income Committee/Board</td>
<td>10</td>
</tr>
</tbody>
</table>

**Next Scheduled USAC High Cost & Low Income Committee Meeting**

**Monday, October 24, 2022**

**USAC Offices, Washington, D.C.**
MINUTES

The quarterly meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was held at USAC’s offices in Washington, D.C. on Monday, July 25, 2022. A virtual meeting platform was available to the general public for Open Session to accommodate the need for increased physical distancing on site due to the COVID-19 pandemic. Mr. Ken Mason, Committee Chair, called the meeting to order at 2:35 p.m. Eastern Time, with a quorum of 10 of 11 Committee members present:

- Chalk, Indra
- Feiss, Geoff
- Freeman, Sarah
- Gillan, Joe
- Jacobs, Ellis – by telephone
- Mason, Ken – Chair
- Sekar, Radha – Chief Executive Officer
- Skrivan, Michael
- Waller, Jeff – by telephone
- Wein, Olivia – Vice Chair

Stephanie Polk joined by telephone at 2:38 p.m. Eastern Time. She did not participate in the discussion or vote on item a1.

Other Board members and officers of the corporation present:

- Buzacott, Alan – Member of the Board
- Beyerhelm, Chris – Vice President and Chief Administrative Officer
- Davis, Craig – Vice President of Schools and Libraries – by telephone
- Delmar, Teleshia – Vice President of Audit and Assurance – by telephone
- Gaither, Victor – Vice President of High Cost
- Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
- Gregory, Amber – Member of the Board
- Hughet, Pamela – Vice President of Lifeline
- Hutchinson, Kyle – Vice President of IT and Chief Information Officer
- Schell, Julie Tritt – Member of the Board
- Sweeney, Mark – Vice President of Rural Health Care – by telephone
- Wade, Joan – Member of the Board
- Wibberly, Dr. Kathy – Member of the Board
- Williams, Erin – Vice President, General Counsel, and Assistant Secretary

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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, where necessary, or to correct grammatical or spelling errors.

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Others present:

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
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<tbody>
<tr>
<td>Case, Kevin – by telephone</td>
<td>USAC</td>
</tr>
<tr>
<td>Evirgen, Danielle – by telephone</td>
<td>Frontier Communications</td>
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<td>Faunce, Donna – by telephone</td>
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<td>Glisson, Connor – by telephone</td>
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<td>Goode, Vernell</td>
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<td>Lazarony, Joseph – by telephone</td>
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<td>Little, Christopher – by telephone</td>
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<td>Long, April – by telephone</td>
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<td>Miller, Arielle – by telephone</td>
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<td>Nuzzo, Patsy</td>
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<td>Parsons, Laura – by telephone</td>
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<td>Phillipi, Megan</td>
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<td>Rios, Estee – by telephone</td>
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<td>Smith, Grayson – by telephone</td>
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<tr>
<td>Tiwari, Tanya – by telephone</td>
<td>Morgan Lewis</td>
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<tr>
<td>Wilson Jr., Jerusa Carl</td>
<td>USAC</td>
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</table>

**HIGH COST OPEN SESSION**

All materials from *Open Session* can be found on the [USAC website](https://www.usac.org).

**a1. Consent Items.** Mr. Mason presented this item to the Committee:

A. Approval of High Cost & Low Income Committee Meeting Minutes of April 25 and May 18, 2022.

B. Approval of moving all *Executive Session* items into *Executive Session*:

(1) **i5** – Information on One USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report. USAC management recommended that this item be discussed in *Executive Session* because it may involve discussion of specific internal controls or confidential company data or 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.

(2) **a4** – Approval of Revised Low Income Support Mechanism 2022 Annual Budget. USAC management recommended that this item be discussed in *Executive Session* because this matter relates to USAC’s procurement strategy and contract administration.

(3) **a5** – Consideration of a Contract Modification for Lifeline Program Call Center Services. USAC management recommended that this item
be discussed in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

(4) i6 – High Cost Business Update (Continued). USAC management recommended that this item be discussed in Executive Session because it may involve discussion of specific internal controls or confidential company data or 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.

(5) i7 – Executive Session Discussion with the High Cost and Low Income Committee/Board. USAC management recommended that this item be discussed in Executive Session because it relates to the Committee’s oversight responsibilities and may involve discussion of specific internal controls or confidential company data or 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 High Cost & Low Income Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of April 25 and May 18, 2022, and (2) discussion in Executive Session of the items noted above.

a2. Approval of High Cost Support Mechanism 4th Quarter 2022 Programmatic Budget and Demand Projection for the August 2, 2022 Federal Communications Commission (FCC) Filing. Mr. Gaither presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the High Cost Support Mechanism 4th quarter 2022 programmatic budget and demand projection for the August 2, 2022 FCC filing.

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

**RESOLVED,** that the USAC High Cost & Low Income Committee approves a 4th Quarter 2022 High Cost Support Mechanism program budget of $6.44 million; and

**RESOLVED FURTHER,** that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of $6.44 million for High Cost Support Mechanism administrative costs in the required August 2, 2022 filing to the Federal Communications Commission on

Available For Public Use
RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on July 25, 2022 the 4th Quarter 2022 High Cost Support Mechanism demand estimate of $1,085.06 million, hereby directs USAC staff to proceed with the required August 2, 2022 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the High Cost 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 $15 million.

i1. **Information on Four USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports.** This item was provided for information purposes only. Mr. Mason noted that the High Cost & Low Income Audit Briefing Book would be made public and posted to the USAC website.

i2. **High Cost Business Update.** Mr. Gaither presented PowerPoint slides to the Committee covering the following items:
   - Verification Highlights, Roadmap, and Status
   - ELAP and PMM Reporting Milestone
   - RDOF LOC Status
   - Roadmap

**LIFELINE OPEN SESSION**

a3. **Approval of Low Income Support Mechanism 4th Quarter 2022 Programmatic Budget and Demand Projection for the August 2, 2022 FCC Filing.** Ms. Hughet presented this item to the Committee for consideration. The presentation included a written report on USAC management’s recommendations for the Low Income Support Mechanism 4th quarter 2022 programmatic budget and demand projection for the August 2, 2022 FCC filing.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolutions:
RESOLVED, that the USAC High Cost & Low Income Committee approves a 4th Quarter 2022 Low Income Support Mechanism direct program budget of $22.54 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of $22.54 million for Low Income Support Mechanism administrative costs in the required August 2, 2022 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on July 25, 2022 the 4th Quarter 2022 Low Income Support Mechanism demand estimate of $211.43 million, hereby directs USAC staff to proceed with the required August 2, 2022 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Low Income 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 $15 million.

i3. Information on One USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report. This item was provided for information purposes only. Mr. Mason noted that the High Cost & Low Income Audit Briefing Book would be made public and posted to the USAC website.

i4. Low Income (Lifeline) Business Update. Ms. Hughet presented PowerPoint slides to the Committee covering the following items:
   - Accomplishments
     - National Verifier Highlights
     - Lifeline Subscriber Trends
   - Plans for Next Quarter
   - Roadmap

At 3:19 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.

LOW INCOME EXECUTIVE SESSION

i5. Information on One USAC Audit and Assurance Division Low Income Support Mechanism Beneficiary Audit Report. This item was provided for information purposes only.

a4. Approval of Revised Low Income Mechanism 2022 Annual Budget. Ms. Hughet presented this item to the Committee for consideration. The presentation
included a written report on the revised Low Income Support Mechanism annual programmatic budget.

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

**RESOLVED,** that the High Cost & Low Income Committee approves a revised 2022 annual programmatic budget for the Low Income Support Mechanism of $76.08 million.

a5. **Consideration of a Contract Modification for Lifeline Program Call Center Services.** Mr. Beyerhelm presented this item to the Committee for consideration. The presentation included a written summary and report detailing USAC management’s recommendation to modify the contract for the Lifeline Program call center support services.

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

**RESOLVED,** that the USAC High Cost & Lifeline Committee, having reviewed the recommendation of USAC management, hereby authorizes management to modify its existing contract with Conduent State & Local Solutions, Inc. for call center services to support the Lifeline Program due to an unforeseen increase in call volumes, increasing the total not-to-exceed amount of the final one-year option term by $2,900,000.00, thereby increasing the total not-to-exceed amount from $101,400,000.00 (plus applicable taxes) to $104,300,000.00 (plus applicable taxes) over the final option term, subject to required Federal Communications Commission approval.

**HIGH COST EXECUTIVE SESSION**

i6. **High Cost Business Update (Continued).** Mr. Gaither presented PowerPoint slides to the Committee covering updates on the High Cost Legacy Funds Program Integrity Assurance.

i7. **Executive Session Discussion with the High Cost and Low Income Committee and Board.** The Committee determined that a confidential Executive Session for members of the High Cost and Low Income Committee and the Board was not needed.

**OPEN SESSION**

Available For Public Use
At 3:50 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Mason reported that in *Executive Session*, the Committee discussed item i6 and took action on items a4 and a5.

On a motion duly made and seconded, the Committee adjourned at 3:50 p.m. Eastern Time.

/\s/ Erin Williams  
Secretary
## High Cost & Low Income Committee Action Items

*Executive Session Recommended – Confidential*

| Chris | **a1.** Consideration of a Contract Modification for Lifeline Program Business Process Outsourcing Services | 5 |

## Board Action Items

*Executive Session Recommended – Confidential*

| Chris | **a1.** Consideration of Contract Award for Award IT Development and Technical Services to Support Appian-based Platforms | 5 |
| Chris | **a2.** Consideration of a Contract Modification for Affordable Connectivity Program and Lifeline Email Services | 5 |
| Chris | **a3.** Consideration to Exercise Remaining Option Terms for Fraud Risk Assessment Services | 5 |
| Chris | **a4.** Consideration of a Contract Modification for Socrata Licensing and Support | 5 |
| Chris | **a5.** Consideration of a Contract Award for Commercial Cleaning and Sanitization Services | 5 |
The non-quarterly meeting of the High Cost & Low Income Committee (Committee) was conducted by web conference on Tuesday, August 23, 2022. At the requested of Ken Mason, Committee Chair, Joe Gillan, Board Chair, chaired the meeting. The meeting was called to order at 2:01 p.m. Eastern Time, with a quorum of nine of the 11 Committee members present:

Chalk, Indra
Freeman, Sarah
Gillan, Joe
Jacobs, Ellis
Mason, Ken – Chair

Polk, Stephanie
Sekar, Radha – Chief Executive Officer
Waller, Jeff
Wein, Olivia – Vice Chair

Member of the Committee not present:

Feiss, Geoff
Skrivan, Michael

Officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Fontana, Brent – Member of the Board
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
Gregory, Amber – Member of the Board
Hughet, Pamela – Vice President of Lifeline
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Schell, Julie Tritt – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

Others present by telephone:

<table>
<thead>
<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Bolling, Christopher</td>
<td>USAC</td>
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<tr>
<td>Case, Kevin</td>
<td>USAC</td>
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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, where necessary, or to correct grammatical or spelling errors.
**OPEN SESSION**

a1. **Consideration of a Contract Modification for Lifeline Program Business Process Outsourcing Services.** USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC’s *procurement strategy and contract administration*.

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

**RESOLVED**, that the High Cost & Low Income Committee approves discussion of this item in *Executive Session*.

At 2:02 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

**EXECUTIVE SESSION**

a1. **Consideration of a Contract Modification for Lifeline Program Business Process Outsourcing Services.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to increase the not-to-exceed amount of the contract for business process outsourcing services to support the Lifeline program application processing.

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

**RESOLVED**, that the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required Federal Communications Commission approval, to modify the existing business process outsourcing contract with Maximus Federal Services, Inc. by increasing the not-to-exceed amount for business process outsourcing services to support the Lifeline Program application processing by $4,500,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount for services in support of the Lifeline Program from $7,200,000.00 (plus applicable taxes) to $11,700,000.00 (plus applicable taxes) over the remainder of the contract term.

**OPEN SESSION**
At 2:21 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Gillan reported that, in *Executive Session*, the Committee discussed and took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 2:23 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary
<table>
<thead>
<tr>
<th>Chris</th>
<th>a1. Consideration of a Contract Modification for Lifeline Program and Affordable Connectivity Program Business Process Outsourcing Services (same as aBOD01cf)</th>
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<tbody>
<tr>
<td>Chris</td>
<td>a2. Consideration of a Contract Modification for Lifeline Program and Affordable Connectivity Program Call Center Services (same as aBOD02cf)</td>
<td>5</td>
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<tr>
<td>Chris</td>
<td>a3. Consideration of a Contract Modification for Third Party Identification and Verification Services for Lifeline and Affordable Connectivity Programs (same as aBOD03cf)</td>
<td>5</td>
</tr>
<tr>
<td>Chris</td>
<td>a4. Consideration of a Contract Modification for Lifeline Program Email Services</td>
<td>5</td>
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<tr>
<td>Chris</td>
<td>a5. Consideration to Exercise Remaining Option Terms for Robotic Process Automation</td>
<td>5</td>
</tr>
<tr>
<td>Chris</td>
<td>a6. Consideration to Exercise Remaining Option Terms for High Cost Model Operations and Maintenance and Enhancements</td>
<td>5</td>
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**BOARD ACTION ITEMS**  
*Executive Session Recommended – Confidential*  

<table>
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<tr>
<th>Chris</th>
<th>a1. Consideration of a Contract Modification for Lifeline Program and Affordable Connectivity Program Business Process Outsourcing Services (same as aHCLI01cf)</th>
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<td><strong>Chris</strong></td>
<td><strong>a4.</strong> Consideration of a Contract Modification for Affordable Connectivity Program Call Center Services</td>
<td>5</td>
</tr>
<tr>
<td>Chris</td>
<td><strong>a5.</strong> Consideration of a Contract Modification for Operation and Maintenance, Design and Development, Licensing, and Hosting of the National Verifier and National Lifeline Accountability Database Systems Modifications for Affordable Connectivity Program Portal</td>
<td>5</td>
</tr>
<tr>
<td>Chris</td>
<td><strong>a6.</strong> Consideration of a Contract Award for a Document Redaction Solution</td>
<td>5</td>
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The non-quarterly meeting of the High Cost & Low Income Committee (Committee) was conducted by web conference on Monday, October 3, 2022. At the requested of Ken Mason, Committee Chair, Joe Gillan, Board Chair, chaired the meeting. The meeting was called to order at 3:00 p.m. Eastern Time, with a quorum of nine of the 11 Committee members present:

Chalk, Indra 
Sekar, Radha – Chief Executive Officer

Feiss, Geoff 
Skrivan, Michael

Freeman, Sarah 
Waller, Jeff

Gillan, Joe 
Wein, Olivia – Vice Chair

Mason, Ken – Chair

Member of the Committee not present:

Jacobs, Ellis 
Polk, Stephanie

Officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Domenech, Dr. Dan – Member of the Board
Fontana, Brent – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Wibberly, Dr. Kathy – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

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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, where necessary, or to correct grammatical or spelling errors.
Others present by telephone:

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<td>Case, Kevin</td>
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<td>Nuzzo, Patsy</td>
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<td>O’Brien, Tim</td>
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<td>Phillippi, Megan</td>
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<td>Theobald, Fred</td>
<td>USAC</td>
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<td>Wilson, Carl</td>
<td>USAC</td>
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**OPEN SESSION**

a1. **Consideration of a Contract Modification for Lifeline Program and Affordable Connectivity Program Business Process Outsourcing Services.** USAC management recommended that discussion of this item be conducted in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

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

**RESOLVED,** that the High Cost & Low Income Committee approves discussion of this item in Executive Session.

a2. **Consideration of a Contract Modification for Lifeline Program and Affordable Connectivity Program Call Center Services.** USAC management recommended that discussion of this item be conducted in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

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

**RESOLVED,** that the High Cost & Low Income Committee approves discussion of this item in Executive Session.

a3. **Consideration of a Contract Modification for Third Party Identification and Verification Services for Lifeline and Affordable Connectivity Programs.** USAC management recommended that discussion of this item be conducted in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

On a motion duly made and seconded, the Committee adopted the following resolution:
RESOLVED, that the High Cost & Low Income Committee approves discussion of this item in Executive Session.

a4. Consideration of a Contract Modification for Lifeline Program Email Services. USAC management recommended that discussion of this item be conducted in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

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

RESOLVED, that the High Cost & Low Income Committee approves discussion of this item in Executive Session.

a5. Consideration to Exercise Remaining Option Terms for Robotic Process Automation. USAC management recommended that discussion of this item be conducted in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

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

RESOLVED, that the High Cost & Low Income Committee approves discussion of this item in Executive Session.

a6. Consideration to Exercise Remaining Option Terms for High Cost Model Operations and Maintenance and Enhancements. USAC management recommended that discussion of this item be conducted in Executive Session because this matter relates to USAC’s procurement strategy and contract administration.

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

RESOLVED, that the High Cost & Low Income Committee approves discussion of this item in Executive Session.

At 3:01 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into Executive Session for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

a1. Consideration of a Contract Modification for Lifeline Program and Affordable Connectivity Program Business Process Outsourcing Services. Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to
increase the not-to-exceed amount of the contract for business process outsourcing services to support the Lifeline Program application processing.

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

**RESOLVED**, that the USAC Board of Directors and the High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required Federal Communications Commission approval, to modify the existing business process outsourcing contract with Maximus Federal Services, Inc. by (1) increasing the not-to-exceed amount for business process outsourcing services to support Lifeline Program application processing by $1,180,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount for services in support of the Lifeline Program from $11,700,000.00 (plus applicable taxes) to $12,880,000.00 (plus applicable taxes), and by (2) increasing the not-to-exceed amount for business process outsourcing services to support the Affordable Connectivity Program application processing by $4,200,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount for services in support of the Affordable Connectivity Program from $11,500,000.00 (plus applicable taxes) to $15,700,000.00 (plus applicable taxes) over the remainder of the contract term. With significant growth in the number of manual reviews both in the Lifeline Program and Affordable Connectivity Program at 159% and 128% respectively, USAC needs to mitigate the negative customer service experience by increasing funding.

a2. **Consideration of a Contract Modification for Lifeline Program and Affordable Connectivity Program Call Center Services.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to increase the not-to-exceed amount of the contract for call center services to support the Lifeline Program.

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

**RESOLVED**, that the USAC Board of Directors and the High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required Federal Communications Commission approval, to modify the existing call center contract with Conduent State & Local Solutions, Inc. by (1) increasing the not-to-exceed amount for call center services to support the Lifeline Program by $3,670,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount for services in support of the Lifeline Program from $104,300,000.00 (plus applicable taxes) to $107,970,000.00 (plus applicable taxes), and by (2) increasing the not-to-exceed amount for call center services to support the Affordable Connectivity Program by $6,920,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount for services in support of the Affordable Connectivity Program from $104,300,000.00 (plus applicable taxes) to $111,220,000.00 (plus applicable taxes).
Affordable Connectivity Program from $21,500,000.00 (plus applicable taxes) to $28,420,000.00 (plus applicable taxes) over the remainder of the contract term. Amounts associated with the services supporting the Affordable Connectivity Program will be expensed using congressionally appropriated funds and not the Universal Service Fund. With significant growth in call volume in both the Lifeline Program and Affordable Connectivity Program at 252% and 179% respectively, average speed of answer and abandonment rates have increased requiring USAC to mitigate the negative customer service experience by increasing funding for additional call agents funding.

a3. Consideration of a Contract Modification for Third Party Identification and Verification Services for Lifeline and Affordable Connectivity Programs.  
Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to increase the not-to-exceed amount of the contract for third party identification and verification services to support the Lifeline Program.

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

**RESOLVED**, that the USAC Board of Directors and the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required Federal Communications Commission approval, to modify the existing contract with TransUnion Public Sector for the performance of third party identification and verification services by (1) increasing the total not-to-exceed amount for services for the Lifeline program (Task 1) by $260,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount in support of the Lifeline Program from $340,000.00 (plus applicable taxes) to $600,000.00 (plus applicable taxes), and (2) by increasing the total not-to-exceed amount for services for the Affordable Connectivity Program (Task 2) by $335,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount in support of the Affordable Connectivity Program from $440,000.00 (plus applicable taxes) to $775,000.00 (plus applicable taxes) over the remainder of the first option year of the contract. Amounts associated with the services supporting the Affordable Connectivity Program will be expensed using congressionally appropriated funds and not the Universal Service Fund.

a4. Consideration of a Contract Modification for Lifeline Program Email Services.  Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to increase the not-to-exceed amount of the task order for email processing to support the Lifeline Program.
On a motion duly made and seconded, the Committee adopted the following resolution:

**RESOLVED,** that the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required Federal Communications Commission approval, to increase the not-to-exceed amount of the task order with Grant Thornton LLP under USAC’s Professional Services indefinite delivery/indefinite quantity agreement for the performance of professional services for email processing to support the Lifeline Program by $500,000.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount in support of the Lifeline Program from $2,341,387.38 (plus applicable taxes) to $2,841,387.38 (plus applicable taxes) over the remainder of the contract term. An increase of 217% in email volume in the Lifeline Program requires USAC to mitigate the negative customer service experience by increasing funding for additional staffing.

**a5. Consideration to Exercise Remaining Option Terms for Robotic Process Automation.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to exercise the first, second, and third one-year option terms under its contract for robotic process automation services to support the High Cost program.

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

**RESOLVED,** that the High Cost & Low Income Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required Federal Communications Commission approval, to exercise at its discretion, the first, second, and third one-year option terms under its contract with Ampcus Inc. to continue providing services to accomplish USAC High Cost’s strategic objective of implementing robotic process automation to enable it to automate structured repetitive tasks to minimize manual intervention and introduce process efficiencies. The first option term has a not-to-exceed amount of $732,734.32 (plus applicable taxes), and the second and third option terms each have a not-to-exceed amount of $679,935.04 (plus applicable taxes), with the total not-to-exceed amount for all option terms equaling $2,092,604.40. Exercising of option years will be done only if services are required and vendor has performed satisfactorily in the prior year.

**a6. Consideration to Exercise Remaining Option Terms for High Cost Model Operations and Maintenance and Enhancements.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendation to exercise the second, third and fourth one-year option terms under its contract for the performance of High Cost model operations and maintenance (O&M) and enhancements.
On a motion duly made and seconded, the Committee adopted the following resolution:

**RESOLVED,** that the High Cost & Low Income Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required Federal Communications Commission approval, to exercise the second, third and fourth one-year option terms under its contract with CostQuest Associates for the performance of High Cost model operations and maintenance and enhancements, for a total not-to-exceed amount of $875,000.00 (plus applicable taxes) over the remaining period of performance. Each option term has a not-to-exceed amount of $291,666.67 (plus applicable taxes) per year.

**OPEN SESSION**

At 3:31 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Gillan reported that, in *Executive Session*, the Committee discussed and took action on items a1-a6.

On a motion duly made and seconded, the Committee adjourned at 3:33 p.m. Eastern Time.

/s/ Erin Williams  
Assistant Secretary