

Schools and Libraries (E-rate) Program
Funding Year (FY) 2015-FY2019
Category Two (C2) Budget Tool User Guide

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SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

Last Updated: March 2020

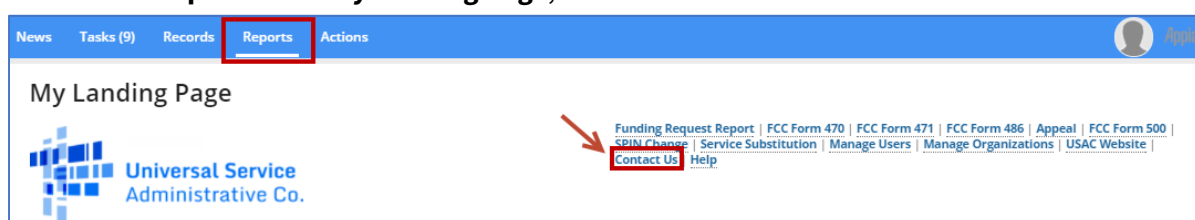
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Assistance

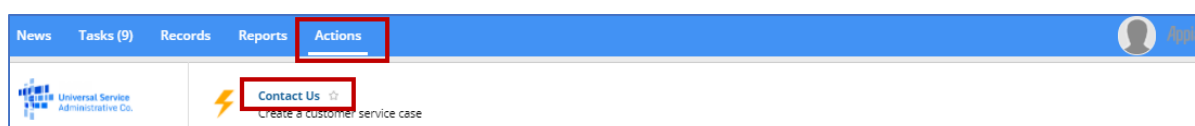
You can find information about C2 Budgets on the [Category Two Budget](#) webpage.

If you have any questions, please contact the E-rate Program’s Client Service Bureau (CSB) at (888) 203-8100 between 8:00 a.m. and 8:00 p.m. ET. You can also create a customer service case by selecting the **Contact Us** link on your E-rate Productivity Center (EPC) landing page or using the **Actions** tab within EPC:

- The **Reports** tab > **My Landing Page**; or



- The **Actions** tab



Using the C2 Budget Tool

1. In the **Entity Number** field, enter one or more Billed Entity Numbers (BENs) separated by commas. Then click **Lookup C2 Budget Status**.

You will see an error message if the BEN does not have a C2 budget (because it is the BEN for a school district, library system, consortium, or NIF (Non-Instructional Facility)), if the BEN is not found, or if the BEN’s profile does not have sufficient information to calculate a C2 budget.

2. In the **Category 2 Budget Status** section, you will see your successful search results. When you click the plus sign (“+”) to the left of an entity number, the C2 budget calculation, the total approved pre-discount amount committed to date, and the remaining balance in the C2 budget will appear for each funding year.

The C2 budget for a funding year is calculated using the student counts or square footage from the most recently committed FCC Form 471 for that funding year. If there are no

committed forms for a funding year, the student counts or square footage will be taken from the entity's profile in EPC.

NOTE: Because there were no entity profiles in FY2015, the C2 budget line for FY2015 will be blank if no FCC Forms 471 were filed for FY2015.

Note that the amounts already committed for previous funding years can change as a result of appeals, updated student counts, Commitment Adjustments (COMADs), and other adjustments made in those years.

3. To see the details of the approved pre-discount amounts charged against the C2 budget for the entity, click the plus sign (“+”) below the budget summary. You will see the application number and the BEN that filed each FCC Form 471, followed by the individual allocations for that entity on the Funding Request Number (FRN) line items from that form.

The first few digits of the FCC Form 471 application number identify the funding year:

- FY2015 forms start at "99" and go through "105."
- FY2016 forms always start with "161."
- FY2017 forms always start with "171."
- FY2018 forms always start with "181."
- FY2019 forms always start with "191."

Each FRN line item that features an allocation for the entity will appear and include the following information:

- **Requested pre-discount** is the pre-discount amount requested on the FCC Form 471 FRN line item for that entity.
- **Approved pre-discount** is the pre-discount amount approved by USAC on the FCC Form 471 FRN line item for that entity. If this amount is zero, check the FRN status.
- The **FRN Status** is Approved (for FY2015 only, Approved is displayed as Committed - full), Pending, Denied, or Canceled.

Important Note about the C2 Budget Tool

The C2 Budget Tool does not reflect pending amounts in the remaining balance for the entity's C2 budget; however, Program Integrity Assurance (PIA) reviewers do have access to that information. This means that an entity may have to choose between pending commitments if funding both would result in the entity going over budget.

- The tool will only subtract pre-discount dollars for committed FRNs from the C2 budget. Therefore, if an FRN is still pending from a prior funding year, the pending amounts are not reflected in the remaining balances for the entities on the FRN.
- If you have an appeal pending for a denied FRN, the dollar value of the appeal appears in the **Requested Pre-discount** column for each entity, but it is not subtracted from the C2 budget of each entity.

- If you have filed an FCC Form 500 that is pending and that returns committed funds for one or more entities, the pre-discount amount is not added to the C2 budgets of those entities.