

E-rate Office Hour and Demo: FY2021+ Category Two Budget Tool

2020 Applicant and Service Provider Training

November 5, 2020



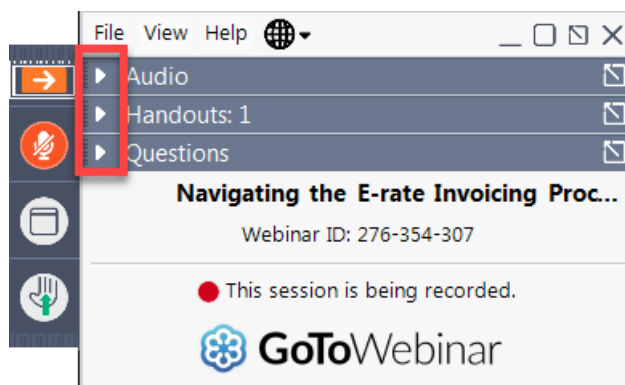
Universal Service
Administrative Co.

HOUSEKEEPING – WEBINAR PANEL

- The webinar panel is located on the right-hand side of the screen.
- Open the panel by clicking the orange arrow.

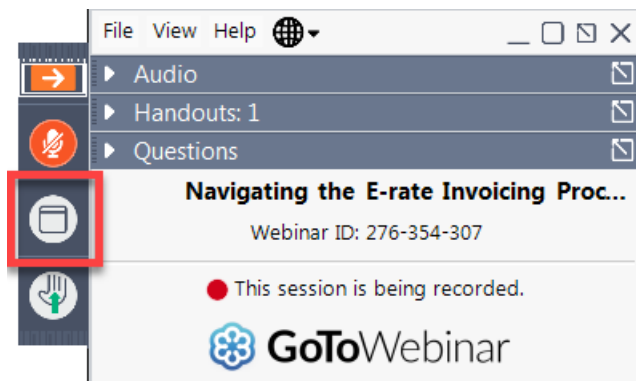


- Use the white arrows to open the sections in the panel.

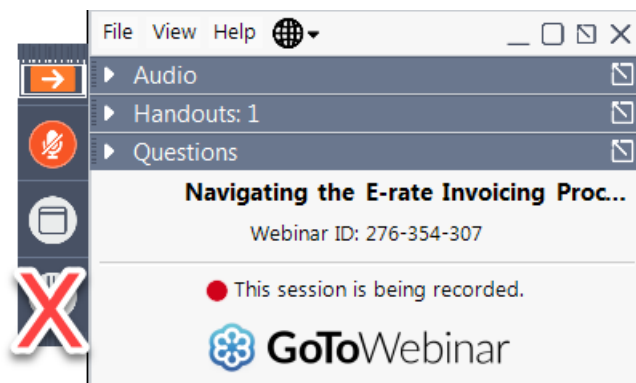


HOUSEKEEPING – WEBINAR PANEL

- You can use the panel to view the presentation in full screen or window mode.

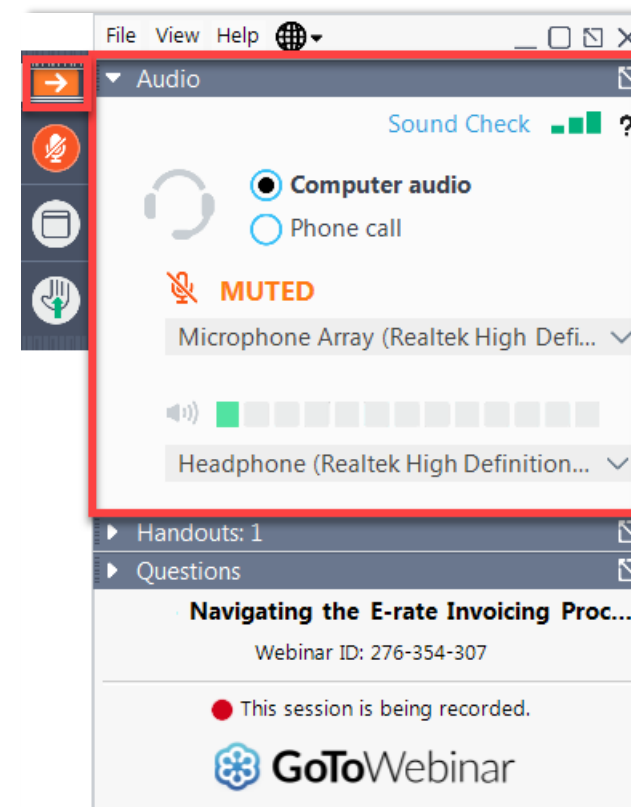


- We are not using the hand raise function.



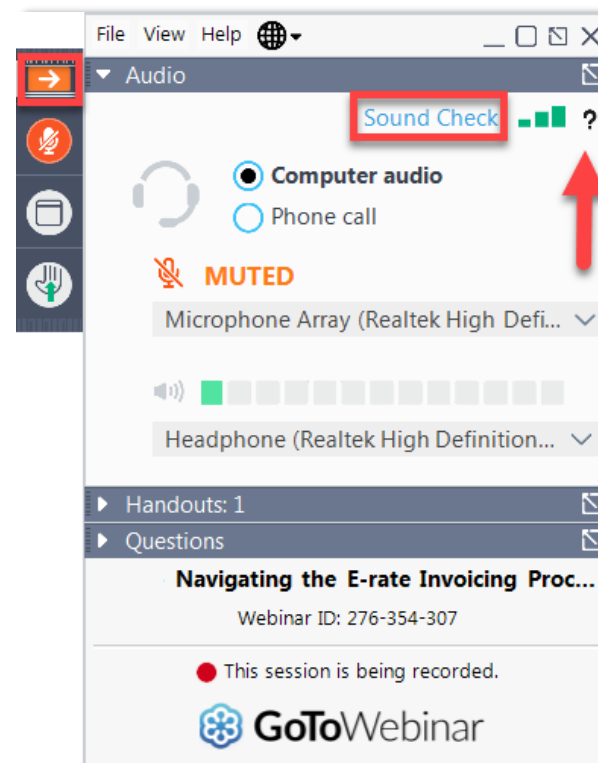
HOUSEKEEPING – AUDIO

- Use the “Audio” section of your control panel to select an audio source.
- Choose one of the audio options:
 - Your computer's audio
 - Call in using an access code and audio PIN.
- The audience will remain on mute.

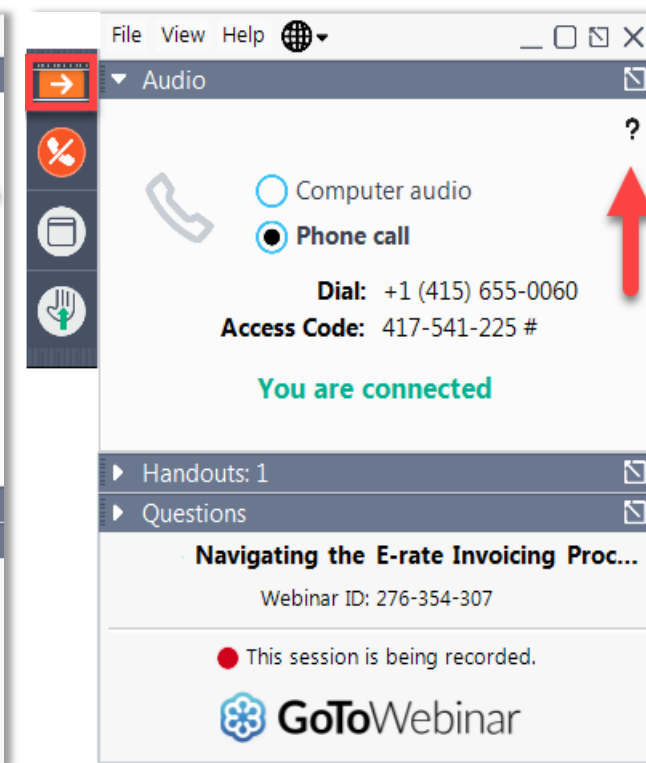


HOUSEKEEPING – TECHNICAL ISSUES

- Use the “Sound Check” link and click question mark icon for audio help.
- Exit webinar and click the [check system requirements](#) link in the event confirmation email to determine whether your computer meets the requirements to see and hear the webinar.
- If issues persist, call 833-851-8340 to [troubleshoot with GoToWebinar](#).



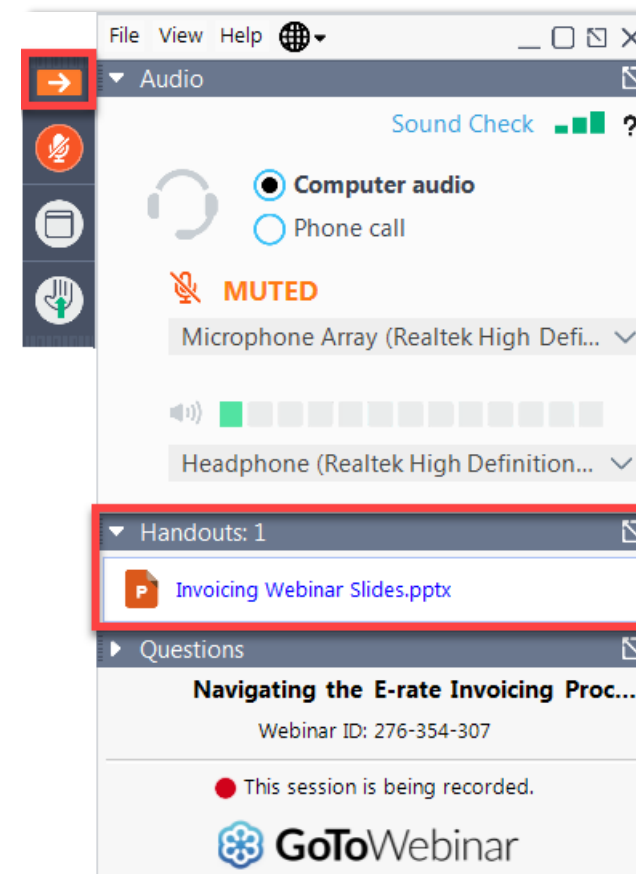
Computer Audio



Phone Call

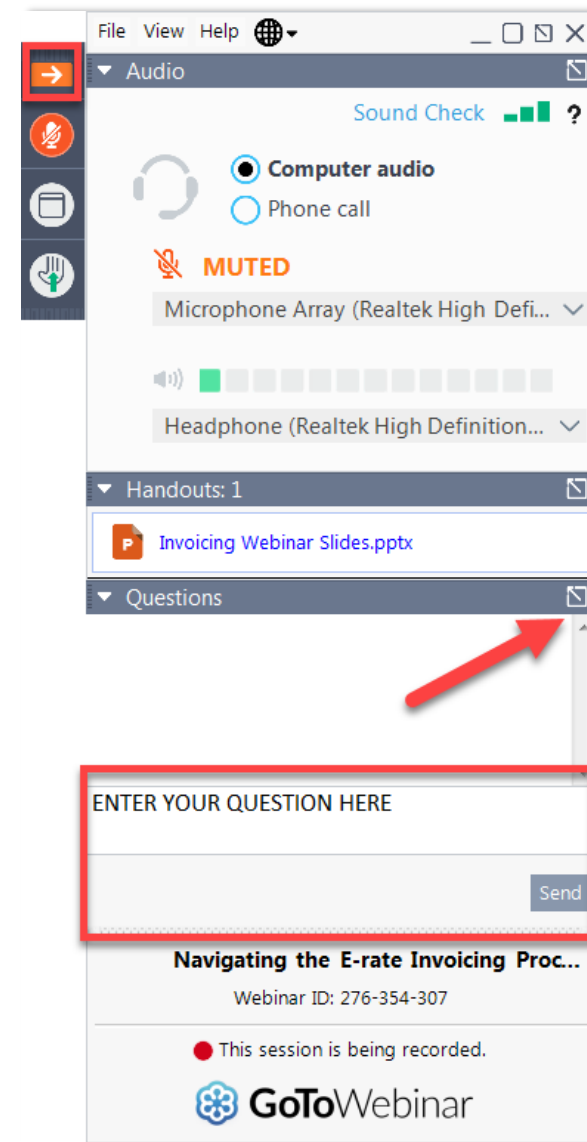
HOUSEKEEPING – RESOURCES

- The **slide deck** is available when you click the arrow to expand the “**Handouts**” tab.
- A recording of this webinar will be available after the event via the registration link.



HOUSEKEEPING – Q&A

- **There will be a live Q&A session focused on today's topics.**
- Tips for submitting questions:
 - Use the “Questions” box in your webinar control panel anytime during the presentation.
 - Click the box with the arrow above the questions box to expand it and see all written answers.
 - Write in full sentences.
 - Ask one question at a time.
 - Ask questions related to webinar content.



The screenshot displays a webinar control panel with the following elements:

- Audio Section:** Includes a "Sound Check" indicator, a "MUTED" status, and options for "Computer audio" (selected) and "Phone call". It also shows selected audio devices: "Microphone Array (Realtek High Defi...)" and "Headphone (Realtek High Definition...)".
- Handouts Section:** Labeled "Handouts: 1", it contains a file named "Invoicing Webinar Slides.pptx".
- Questions Section:** A red arrow points to a small box with a right-pointing arrow above the "Questions" header, indicating how to expand the list of questions.
- Question Submission Box:** A red-bordered box contains a text input field with the placeholder "ENTER YOUR QUESTION HERE" and a "Send" button.
- Webinar Information:** Displays the title "Navigating the E-rate Invoicing Proc...", the ID "Webinar ID: 276-354-307", and a recording status "This session is being recorded." with a red dot icon.
- Logo:** The "GoToWebinar" logo is located at the bottom.

CLIENT SERVICE BUREAU (CSB)



Call us at (888) 203-8100

Monday – Friday 8:00 a.m. to 8:00 p.m. ET



Create a customer service case in the E-rate Productivity Center (EPC):

1. Log in to EPC.
2. Select the **Contact Us** link from the upper right menu on your landing page.



MEET OUR TEAM



Lorenzo Sanchez
Data Analyst

E-rate Program



John Noran
Senior Manager

E-rate Program



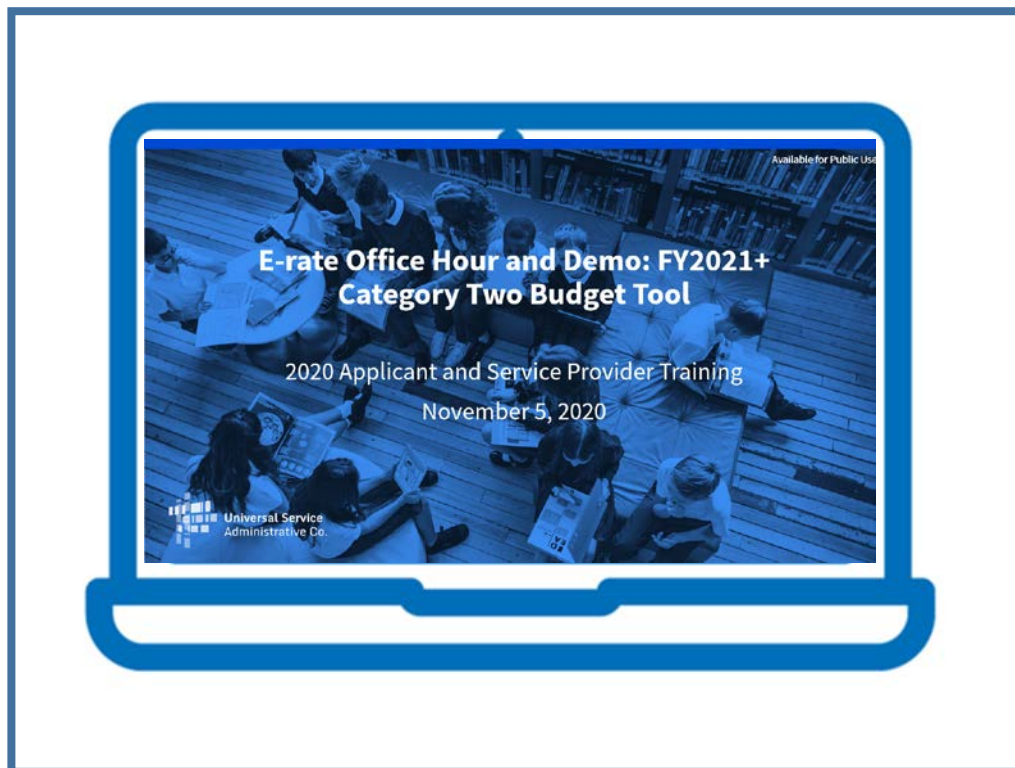
Nkeshi Free
Communications Specialist

E-rate Program

AGENDA

1. Office Hours Overview and Purpose
2. Overview of Training Materials
3. Category Two Budget Tool Live Demo
4. Q&A

OFFICE HOUR WEBINARS



- Assist program participants in formulating pertinent questions.
- Provide targeted program information.
- Help program participants.

OFFICE HOUR WEBINARS




- Participants should review the assigned training materials in advance of the webinar and come prepared to ask questions during the Q&A.
- USAC team members will provide a high-level overview of the materials.
- Questions related to the topic will be given priority.

Overview of Training Materials

Training Materials

- [August 14, 2020 SL News Brief:](#)
 - "Update on Category Two Budget Tool for FY2021-FY2025"
- [E-rate FY2021 + Category Two Budget Tool Data Glossary](#)
 - Last Updated Date October 14, 2020

SL News Brief – August 14, 2020


Universal Service
Administrative Co.
Schools and Libraries Program
News Brief

August 14, 2020

TIP OF THE WEEK: Review the information below and in the two linked SL News Briefs to make sure you understand the difference between Category Two budgets for Funding Year (FY) 2020 and FY2021. For the most part, FY2020 is a continuation (transition year) of the original five-year test period, while FY2021 starts a new budget cycle where different guidance applies.

Commitments for Funding Year (FY) 2020 and FY2019

FY2020. USAC released FY2020 Wave 15 Funding Commitment Decision Letters (FCDLs) on August 13. As of August 14, FY2020 commitments total over \$1.34 billion.

FY2019. USAC released FY2019 Wave 70 on August 12. As of August 14, FY2019 commitments total over \$2.40 billion.

On the date that FCDLs are issued, you can access your FCDL notification from the **Notifications** section of your landing page in the E-rate Productivity Center (EPC).

Weekend System Maintenance

The E-rate Productivity Center (EPC) will be unavailable from Friday, August 14 at 7:00 p.m. EDT through Saturday, August 15 at 10:00 a.m. EDT for system maintenance. During this time, users will be unable to log in to and use EPC.

The Schools and Libraries (E-rate) Program legacy systems and E-File will be unavailable from 9:00 p.m. EDT on Friday, August 14 through 12:00 p.m. EDT on Saturday, August 15 for system maintenance. During this time, users will be unable to file invoices and use some of the search tools. The BEAR training site will also be unavailable.

We apologize for any inconvenience.

Update on Category Two Budget Tool for FY2021-FY2025

Yesterday we deployed the new [Category Two \(C2\) budget tool](#). This tool will cover the five-year cycle that starts in FY2021 (July 1, 2021, through June 30, 2022) and ends in FY2025. We have posted the tool to the [Tools](#) page on the USAC website along with a [video](#) on how to use the tool and a [glossary of terms](#).

There are a few new terms that are helpful to better understand the data provided on the tool. You can refer to the [glossary of terms](#) for more information on each term that appears in bold below.

- Each entity that has a C2 budget is called a **budgeted entity**. A budgeted entity must be an independent school, independent library, school district, or library system.
- For the purpose of calculating a C2 budget, the **child entity count** is the number of the individual schools in a school district or the library branches in a library system.
 - With a few exceptions, an individual school must have a student count greater than zero in the entity profile to be included in the child entity count.
 - A library branch must have a square footage greater than zero in the entity profile to be included in the child entity count. Note that bookmobiles and kiosks will not be counted if their square footage is zero.
 - Non-instructional facilities (NIFs) and annexes are not considered child entities.

C2 budget algorithms

There are eight different possible C2 budget calculations for budgeted entities, depending on the entity type and size (independent school or library, large or small school district, large or small library system). We refer to these as **C2 budget algorithms** in the tool.

For some budgeted entities, only one C2 budget algorithm applies. For others, two or three may apply. The C2 budget displayed is based on the applicable algorithm that results in the highest C2 budget pursuant to FCC rules.

- Definitions of terms:
 - Budgeted entity
 - Child entity count
 - C2 budget algorithms
 - Forecast, preliminary, and confirmed budget versions
- Five-year budget cycle

FY2021+ C2 Budget Tool Dataset Glossary



E-rate C2 Budget Tool Data FY2021+ Dataset Glossary

The C2 Budget Tool Data FY2021+ Set is designed to assist applicants in determining their C2 budgets for each five-year cycle beginning with the first budget cycle, which starts in FY2021 and ends in FY2025. This tool and data set provides information about applicants' C2 budgets based on the most recent entity profile and commitment data available, but does not capture all data points that may be relevant for determining an applicant's actual available C2 budget at a certain point in time during each five-year cycle, such as pending appeals and FCC Forms 500. It should therefore be used for informational purposes only.

Use this dataset to answer questions like:

- What is my C2 budget?
- How much C2 funding have I used?
- How much C2 funding is pending review?
- How much C2 funding do I have available?

USAC is committed to sharing the highest quality data possible. We conduct a full analysis of all datasets to determine if they are complete prior to publishing. Each dataset field is described with a "field completeness" metric that ranges from 0 to 100 percent. Any value less than 100 percent indicates a field with missing values. In most cases, missing values are the result of "not required" fields or are fields that are not applicable.

Field Name	Field Description	Field Completeness
BEN	Billed Entity Number (BEN) for organization with the C2 budget.	100%
Billed Entity Name	Organization name associated with the Billed Entity Number.	100%
City	City where the billed entity is located.	100%
State	State where the billed entity is located.	100%
Applicant Type	Applicant type including School District, School, Library System, or Library. Consortia billed entities do not get a C2 budget so they are excluded.	100%
Consulting Firm Name (CRN)	A Consulting Firm Name will be listed if the Billed Entity has an established relationship with a consulting firm on the entity profile or if a consulting firm is listed on the FCC Form 471. The consulting firm name will be listed then the CRN (Consultant Registration Number) will be listed in parentheses. This field can be searched based on the consulting firm name or CRN. If there is more than one consulting firm they are separated with a semi colon.	58%
C2 Budget Cycle	The 5 year C2 Budget Cycle for the C2 budget (e.g. FY2021-2025, FY2026-2030).	100%

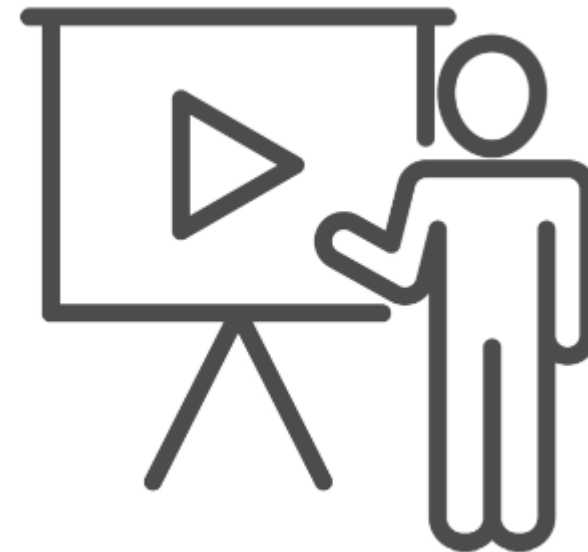
Last Updated Date: October 14, 2020

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- Text description of data limitations
- Field names
- Field descriptions
- Field completeness percentage

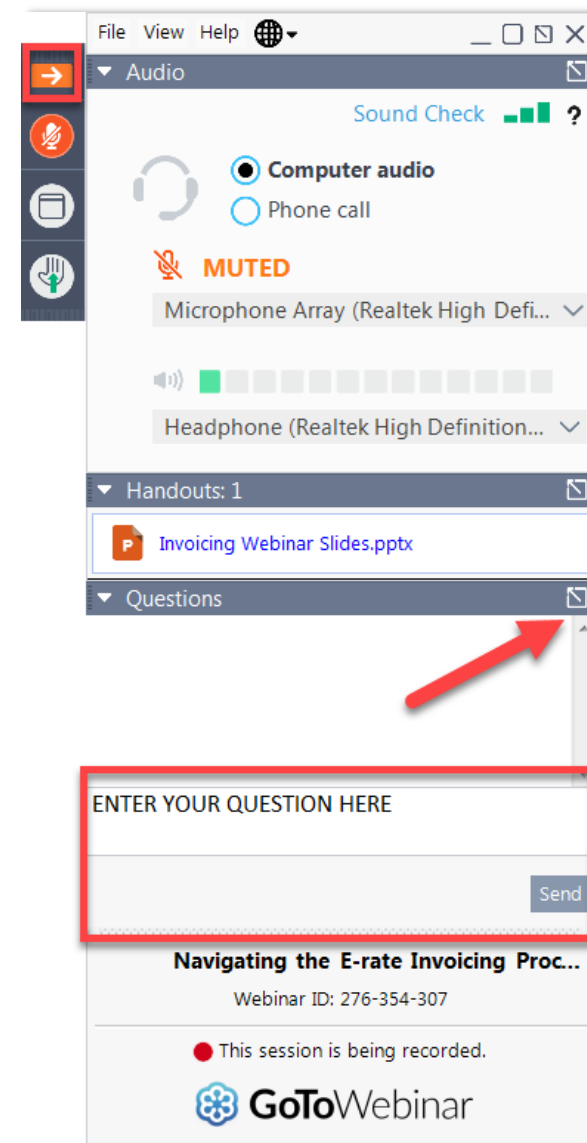
DEMO

We will now demonstrate the
FY2021+ Category Two Budget Tool.



HOUSEKEEPING – Q&A

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Q&A SESSION

SUBMIT YOUR QUESTIONS DURING THE LIVE WEBINAR

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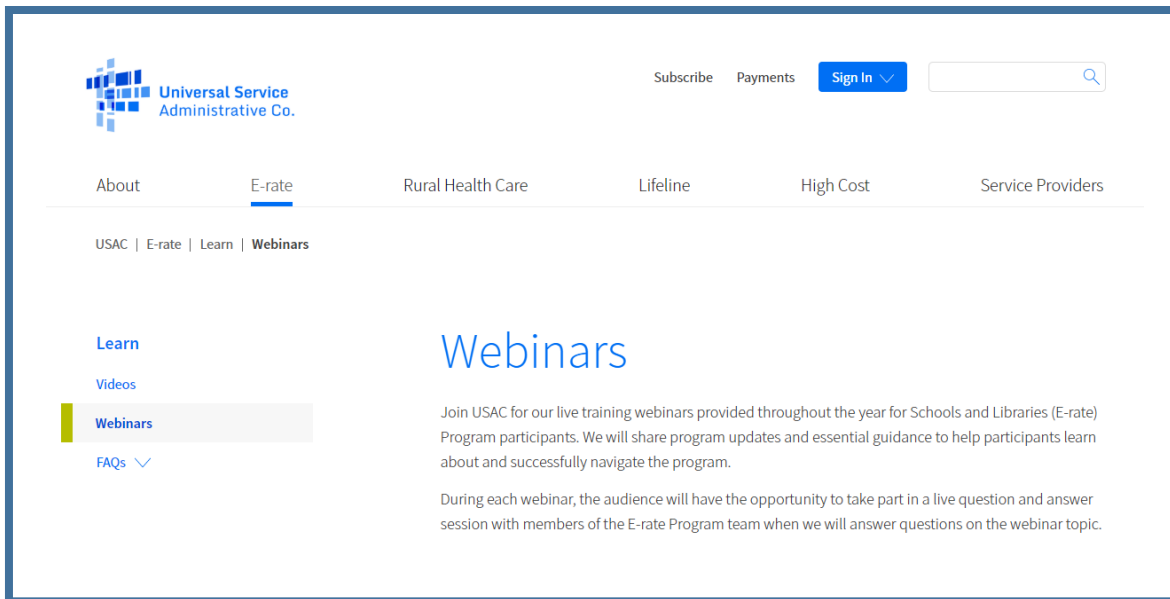
Create a customer service case in EPC:

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UPCOMING WEBINARS

Go to the E-rate [Webinars](#) page for additional information.



The screenshot shows the Universal Service Administrative Co. website. The top navigation bar includes the logo, "Subscribe", "Payments", "Sign In", and a search bar. The main navigation menu has "About", "E-rate", "Rural Health Care", "Lifeline", "High Cost", and "Service Providers". The "E-rate" section is active, with a sub-menu showing "USAC | E-rate | Learn | Webinars". The "Learn" section is expanded, showing "Videos", "Webinars", and "FAQs". The "Webinars" page content includes the heading "Webinars" and a paragraph: "Join USAC for our live training webinars provided throughout the year for Schools and Libraries (E-rate) Program participants. We will share program updates and essential guidance to help participants learn about and successfully navigate the program." Below this is another paragraph: "During each webinar, the audience will have the opportunity to take part in a live question and answer session with members of the E-rate Program team when we will answer questions on the webinar topic."

Our next webinar is:
November 6 at 11 a.m. EST

E-rate Post-Commitment Process

Recommended for: Applicant and Service Providers

E-rate Experience Level: All levels

WEBINAR SURVEY

We would like your feedback on today's webinar.

Please fill out the pop-up survey after the webinar ends or use the link emailed to you after the event.

Webinar Survey

1. Are you an applicant, a service provider, or a consultant?

- Applicant
- Service provider
- Consultant
- Other

2. Please rate your overall webinar experience.

- Excellent
- Good
- Fair
- Poor

3. The content of the webinar was (select all that apply):

- What I expected when I signed up
- Relevant and useful to my work
- New information for me
- Easy to understand
- Other

Thank You!



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