

# MBLC Getting Prepared for E-rate

# Massachusetts Board of Library Commissioners November 1, 2023

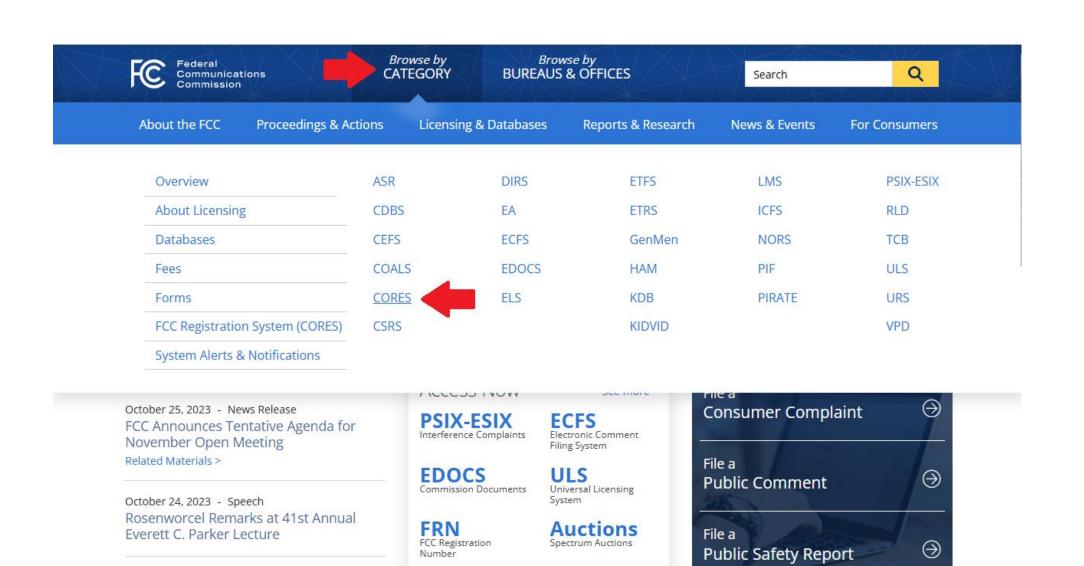


- Accounts
  - FCCRN
  - EPC
  - SAM.gov (UEI)
  - Form 498
- Pre-Procurement
  - Procurement Guidelines
  - Steps to take pre-470

# Accounts!

# **Accounts: FCCRN**

- FCC Registration Number (FCCRN or Frn)
  - Serves as registration with Federal Communications
     Commission
  - Linked to EIN
    - Can have multiples for one EIN
    - One may already exist for your EIN do a search first!
- Two separate steps
  - Create user account
  - Register for FCCRN
  - Start by going to <a href="https://www.fcc.gov">https://www.fcc.gov</a>



Daily Digest More Headlines

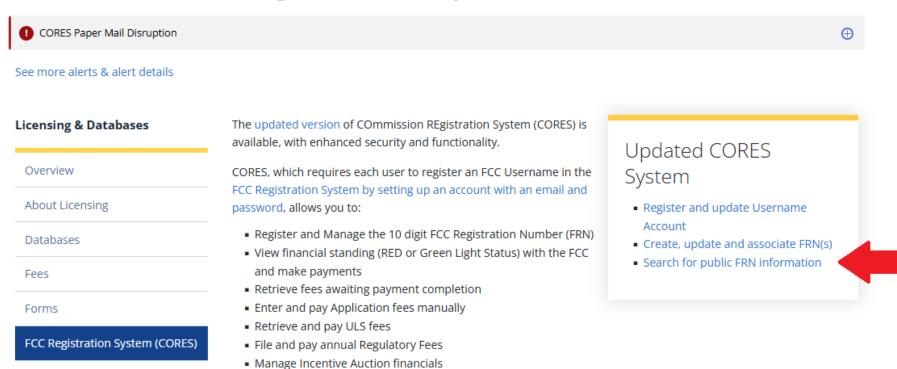
October 24, 2023 - Fact Sheet

FCC Will Vote on Rules to Prevent and Eliminate Digital Discrimination



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## COmmission REgistration System for the FCC



System Alerts & Notifications

Due to the ongoing health crisis. the FCC will temporarily discontinue its practice of mailing letters to CORES

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#### **FCC Registration**

FCC > FCC Registration > Simple Search

#### Search Public Information - Simple Search

Return to FCC Registration Home



Customer Service

Help Frequently Asked Questions Privacy Statement FCC Home Page

For assistance, please submit a help request at <a href="https://www.fcc.gov/wireless/available-support-services">https://www.fcc.gov/wireless/available-support-services</a> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).



#### **FCC Registration**

FCC > FCC Registration > FRN Search Result

#### **Search Public Information**



Displaying Records 1-5 (of 5)								
<u>FRN</u>	<u>Registrant</u>	<u>Contact</u>	Address	<u>City</u>	<u>State</u>	Zip	<u>Country</u>	<u>RegDate</u>
0003608908	Swampscott, Town of	Graham Archer	PO Box 400124	Las Vegas	NEVADA	89140	USA	06/25/2000
0005193255	Swampscott, Town Of		86 Burrill St	Swampscott	MASSACHUSETTS	1907	USA	11/29/2001
0008860314	Swampscott, Town of Dept. of Public Works	Silvio J Baruzzi	22 Monument Ave	Swampscott	MASSACHUSETTS	1907	USA	04/28/2003
0012348173	Swampscott Public Library		61 Burrill St	Swampscott	MASSACHUSETTS	1907	USA	12/20/2004
0013704473	Swampscott Public Schools	Michael J Tarlow	207 Forest Avenue	Swampscott	MASSACHUSETTS	1907	USA	06/30/2005

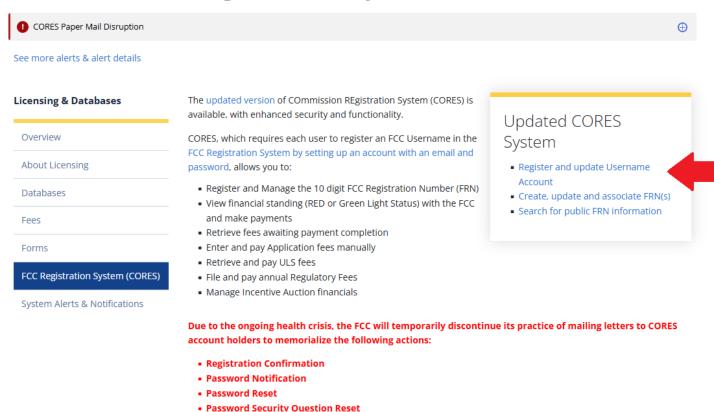
REFINE SEARCH

Customer Service						
<u>Help</u>		Frequently Asked Questions	Privacy Statement	FCC Home Page		
For assistance, please submit a help request at <a href="https://www.fcc.gov/wireless/available-support-services">https://www.fcc.gov/wireless/available-support-services</a> or call 877-480-3201 (MonFri. 8						
a.m6 p.m. ET).						



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## COmmission REgistration System for the FCC



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#### **FCC User Registration System**

Help

You are accessing a U.S. Government Information System. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of the information system indicates consent to monitoring and recording.

#### Register with the FCC

If you wish to conduct business with the FCC, you must first create an account with a unique username and password. Your FCC username will be used to identify you in all transactions with the FCC.

#### **Existing FRN's**

In order to use the Commission Registration System (CORES), you must create a username and password. This username will allow you to access CORES to update your FRN information and reset/update your FRN Password. CORES will now also require FRNs to have Administrator(s). These user(s) will manage which users have access to the FRN and what permissions they will have.

#### Register for a new Restricted Use FRN

Restricted Use FRN is only for Commercial and Noncommercial Broadcast Ownership Filings, Form 323 and Form 323-E. To register for a new Restricted Use FRN, you must have registered for an FCC Username Account. Click here for instructions on how to register for a Username. For assistance, please submit a help request at <a href="https://www.fcc.gov/wireless/available-support-services">https://www.fcc.gov/wireless/available-support-services</a> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)

#### **EAS Test Reporting System (ETRS)**

To access the EAS Test Reporting System (ETRS), you must have registered for an FCC Username Account and associated your Username to an existing FRN. Click here for instructions on how to register for a Username. Click here for instructions on how to associate your Username to an existing FRN. For assistance, contact ETRS@fcc.gov.

#### Network Outage Reporting System (NORS)

To access the Network Outage Reporting System (NORS), you must have registered for an FCC Username Account. Click here for instructions on how to register for a Username. For assistance, contact fcc-outage@fcc.gov

#### 3650 Application

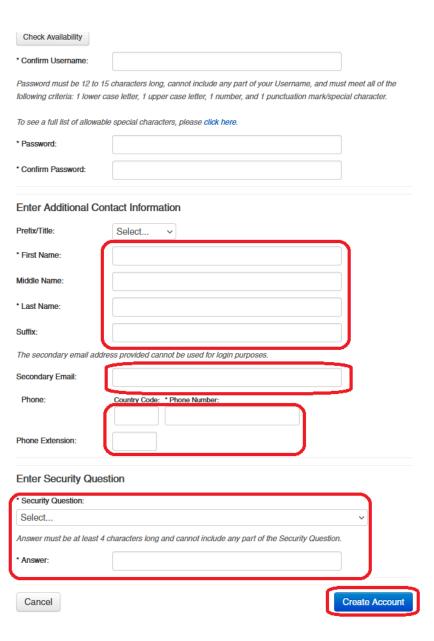
To access the 3650 Application, you must have registered for an FCC Username Account. Click here for instructions on how to register for a Username. For assistance, contact Licensing Customer Support at 1-877-480-3201 or via the web at: https://esupport.fcc.gov/reguest.htm.

Log In	
The Username is the em	ail address
associated with your FC	C Username Account.
Username:	
Password:	
Log In	
Forgot/Reset your Passw	vord?
Create New Account?	
Request another verificat	tion email?



### FCC User Registration System

Create New Account
* indicates required field
Enter Username and Password
Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your
Username Account will be sent to the email address provided.
* Username:  Check Availability
* Confirm Username:
Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the
following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.
To see a full list of allowable special characters, please click here.
* Password:
* Confirm Password:
Enter Additional Contact Information
Prefix/Title: Select v
* First Name:
Middle Name:
* Last Name:
Suffix:



#### **FCC Registration**

FCC > FCC Registration > User Login

#### FCC Registration - LOGIN

You are accessing a U.S. Government Information System. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of the information system indicates consent to monitoring and recording.

Welcome to the COmmission REgistration System (CORES).

If you DO NOT have an FCC Username, please click the "REGISTER" button below to register an FCC Username.

CORES allows you to:

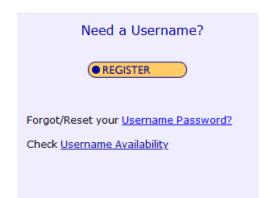
- Register and Manage the 10 digit FCC Registration Number (FRN).
- View financial standing (RED or Green Light Status) with the FCC and make payments.
- · Retrieve payments awaiting completion.
- · Enter and pay Application fees manually.
- · Retrieve and pay ULS fees.
- File and pay annual Regulatory Fees.
- · Manage Incentive Auction financials.

Click Here for CORES Tutorial Videos.

News releases related to the FCC Registration Number.

Please Note: On Saturday, November 4, 2023, beginning at 6:00 pm (ET) until November 5, 2023 at 12:00 am (ET), Treasury`s pay.gov service will be undergoing scheduled maintenance. During this time, payments by credit card and ACH will not be available. Thank you for your understanding.









Associate Username to FRN | Manage FRN(s)

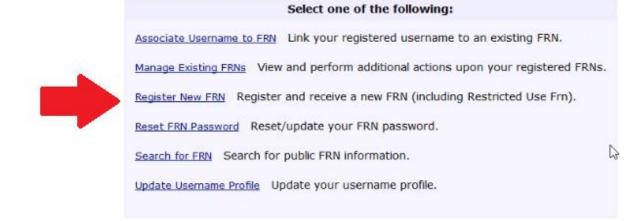
Register New FRN | Reset FRN Password | Search for FRN

#### **FCC Registration**

FCC > FCC Registration > User Home

Logged In As: testafoit@gmail.com | Logout

#### **User Home**







Associate Username to FRN | Manage FRN(s)

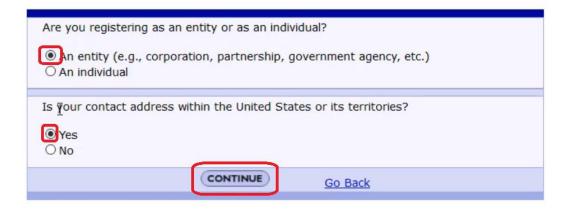
Register New FRN | Reset FRN Password | Search for FRN

#### **FCC Registration**

FCC > FCC Registration > Register FRN

Logged In As: testafoit@gmail.com | Logou

#### FRN Registration - Registrant Type



Customer Service

Help Frequently Asked Questions Privacy Statement FCC Home Page

For assistance, please submit a help request at <a href="https://www.fcc.gov/wireless/available-support-services">https://www.fcc.gov/wireless/available-support-services</a> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).



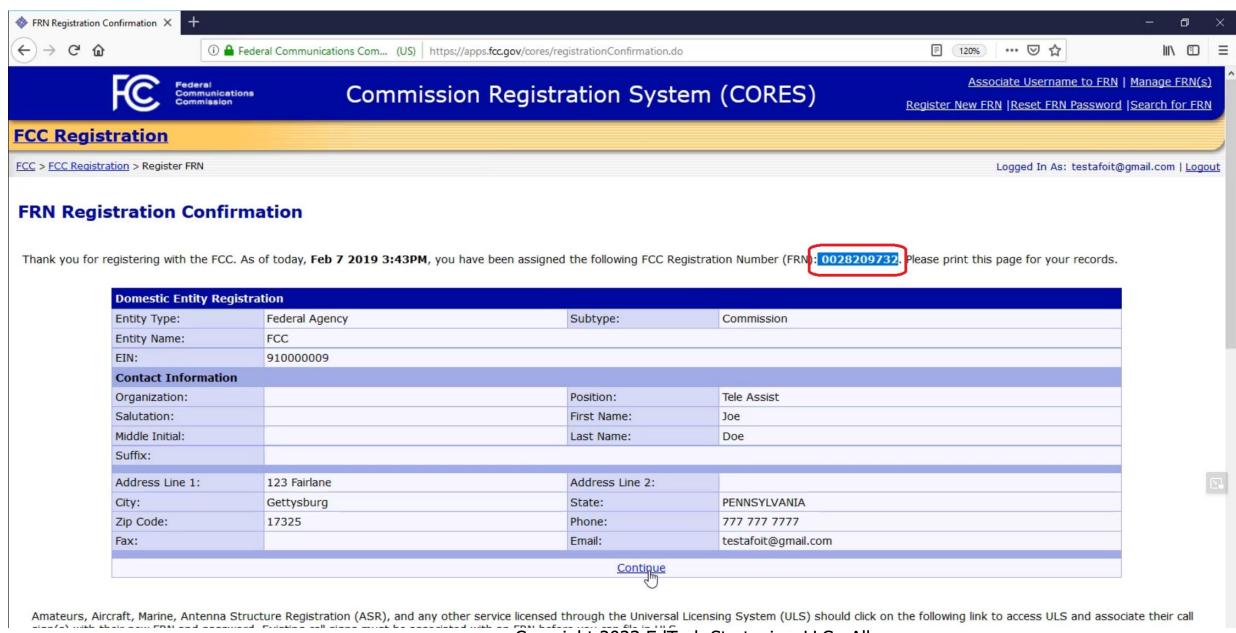
Associate Username to FRN | Manage FRN(s)

Register New FRN | Reset FRN Password | Search for FRN

#### **FCC Registration**

FCC > FCC Registration > Register FRN Logged In As: testafoit@gmail.com | Logout Each individual or organization doing business with the FCC is required to provide and maintain a current official contact address. The contact address you provide will be used to mail important FCC related information to State or Local **FRN Registration** Agency Other Register a Domestic Entity Subtype: Entity Type: Commission Federal Agency Entity Name:\* If your organization has an Employer Identification Number or Taxpayer Identification Number enter and confirm it here. EIN: Confirm EIN: ? If your organization does not have an Employer Identification Number, select a reason: **Contact Information** Organization: Position:\* Salutation: First Name: Middle Initial: Last Name: Suffix: Address Line 1:\* Address Line 2: City:\* State:\* **ALABAMA** Zip Code:\* Phone:\* ext. Fax: Email:\* Copyright 2023 Edifech Strategies, LLC. All

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# **Accounts: FCCRN**

- FCCRN is assigned immediately
- FCCRN does not expire
- Once you have FCCRN, you can tackle EPC



# Accounts: EPC

- E-rate Productivity Center (EPC) administered by USAC
- All applications and related actions done through EPC
- Two account levels to consider:
  - Entity account (for the library)
  - User account(s) (for the staffer(s))



- Entity accounts are identified by a Billed Entity Number (BEN)
- Every library should already have a BEN
  - MBLC has worked with USAC to create BENs (in process)
  - If a BEN already exists, you may only need to have a user account created and associated with the BEN
  - If a BEN does not already exist, you will need to work with USAC to create the BEN
- Check for BEN using Entity Search Tool:

https://opendata.usac.org/E-rate/E-Rate-Entity-Search-Tool/59r2-zbda Convight 2023 EdTech Strategies LLC All

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# Accounts: EPC Entity Accounts

- If EPC entity does not exist, reach out to USAC: 888-203-8100 to create BEN and user account. You need to provide (on letterhead):
- Entity Legal Name
- Address (physical and mailing)
- County Name
- Phone number
- FCCRN
- Main library needs BEN of school district

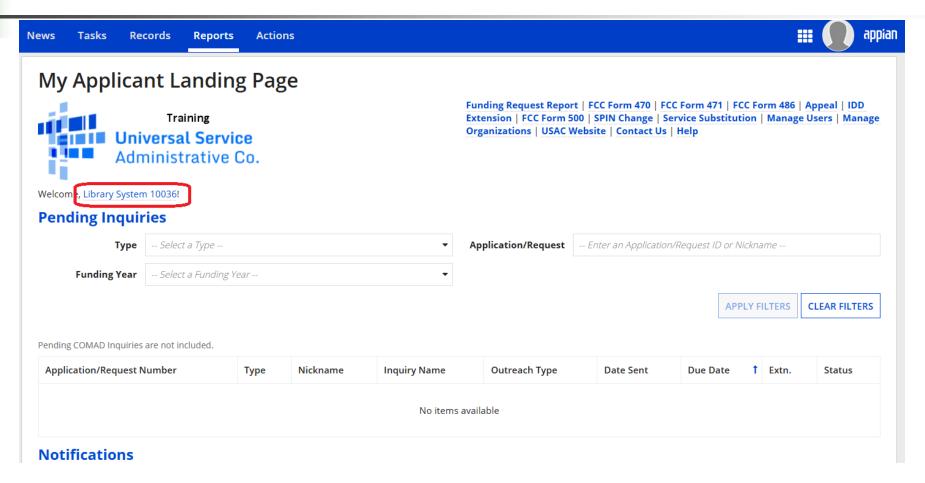
- Urban/Rural Status
- Library Type (public/private, part of library system, main library, part of library consortium (network), bookmobile, etc.)
- Library square footage



# Accounts: EPC User Accounts

- Linked to email addresses and non-transferrable
- User accounts require name, email, title, and whether the user is the entity account administrator for the entity
- Request generally needs to be on library letterhead
- Administrator is key: administrator sets the rights for all the other users

# Accounts: EPC Entity Verify Information



**Tasks** News

Records

Reports

**Actions** 



Records / Applicant Entities

## #1529 - Library System 10036

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Category Two Budget

Contracts

FCC Forms

FRN Appeals

News

Related Actions

#### **Organization Details**

Name Library System 10036

Entity Number 1529

FCC Registration 0123456780

Number

Applicant Type Library System

**Status** Active

#### **Contact Information**

Physical Address 39 Maryland Ave

Rockville, MD 20850

Montgomery

Mailing Address 39 Maryland Ave

Rockville, MD 20850

Montgomery

#### **Account Administrator**

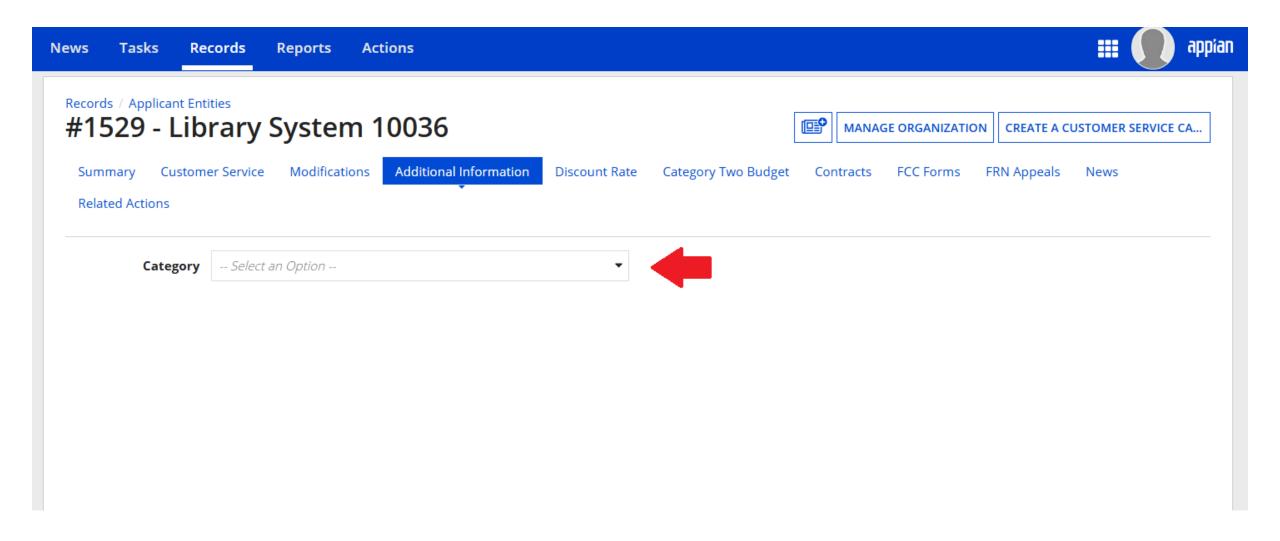
Name FirstName LastName

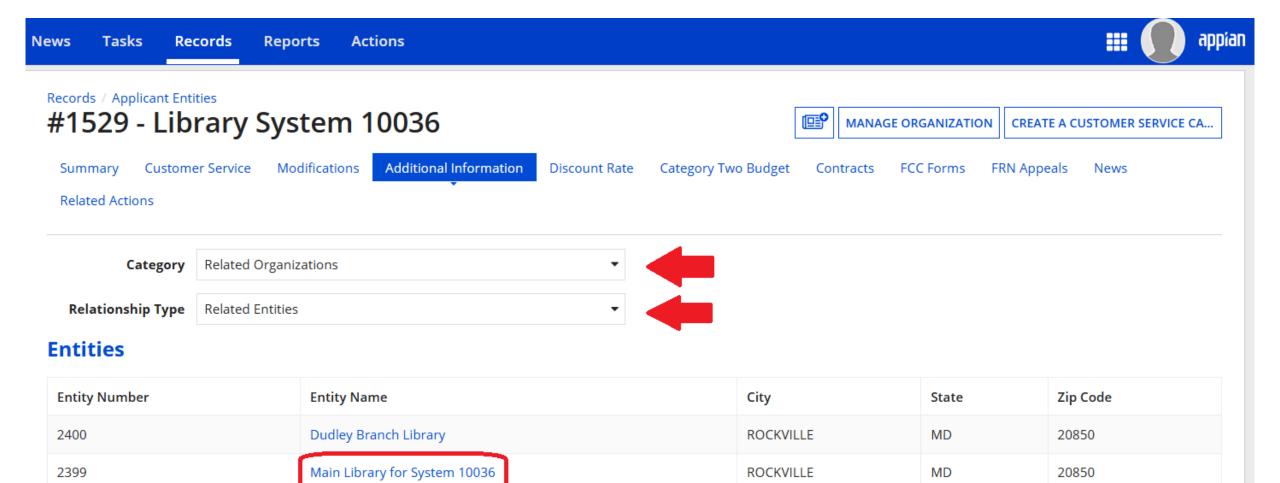
anaval Cantact

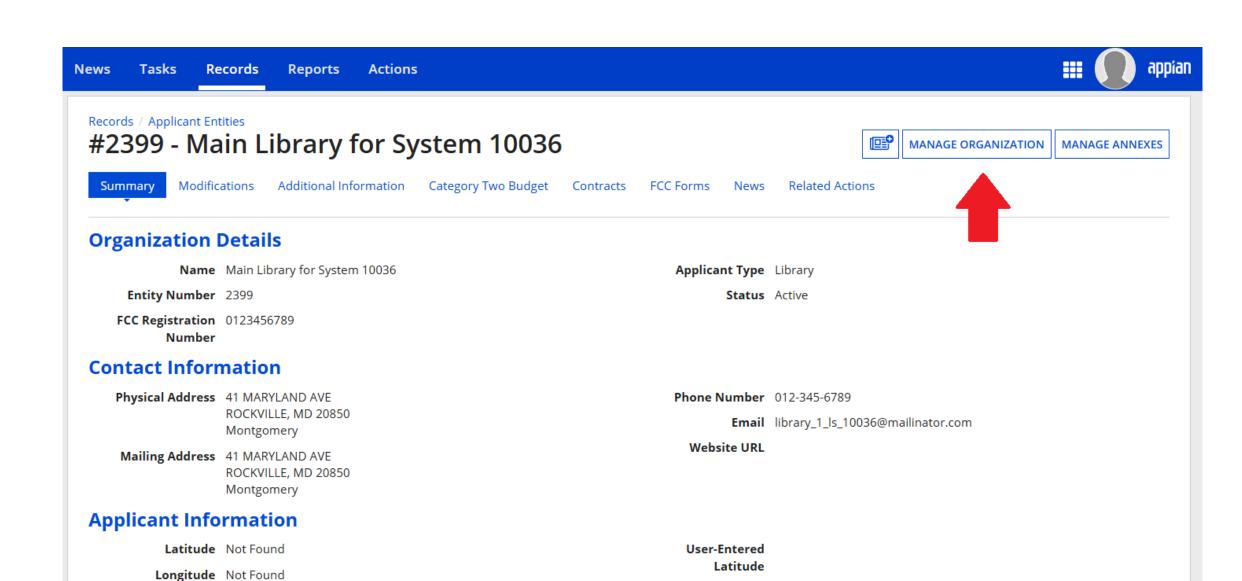
Phone Number 012-345-6789

Email library\_sys\_10036@mailinator.com

Website URL www.library10036.lib.ks.us



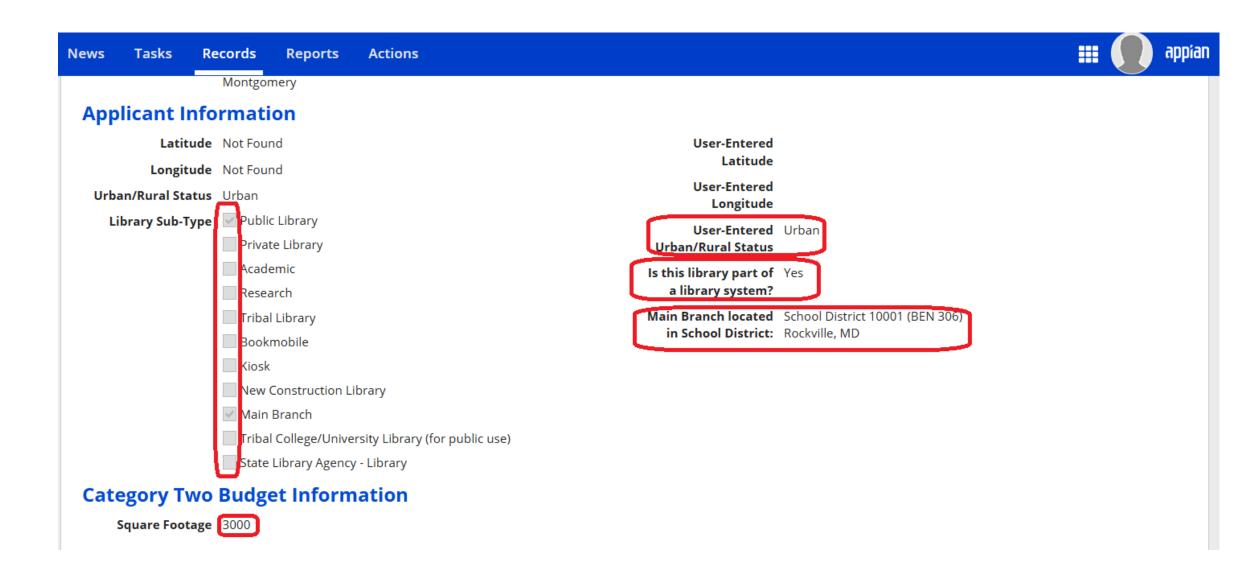


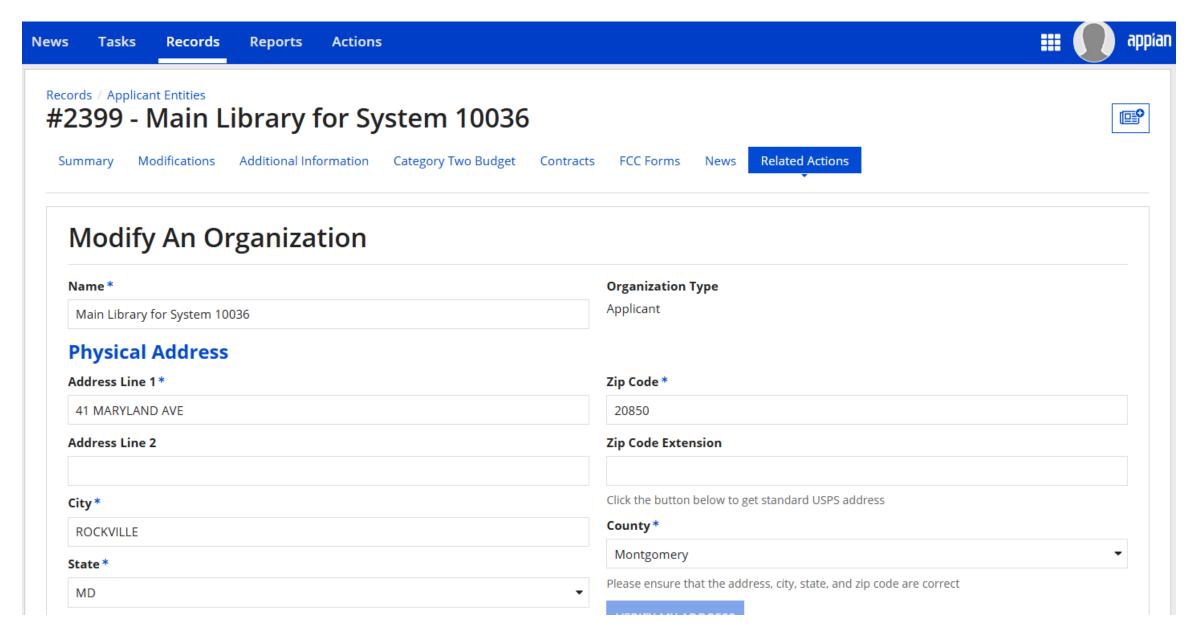


Urban/Rural Status Urban

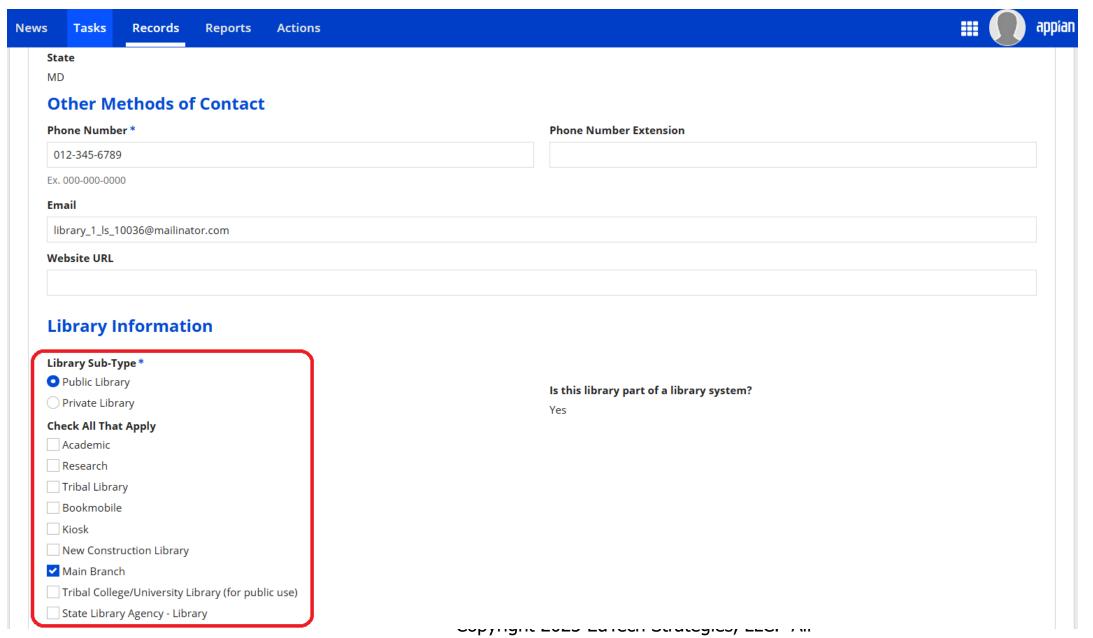
**User-Entered** 

Longitude

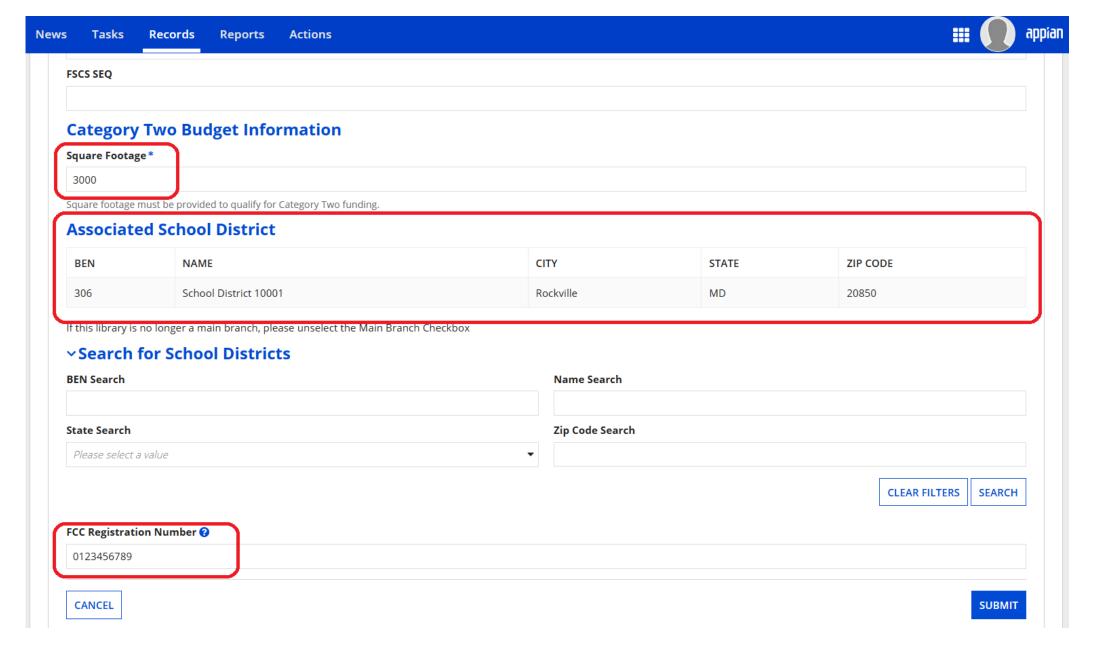




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## My Applicant Landing Page



Welcome, Library System 10036!

### **Pending Inquiries**

Туре	Select a Type ▼
Funding Year	Select a Funding Year ▼

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | IDD Extension | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

**Application/Request** -- Enter an Application/Request ID or Nickname --

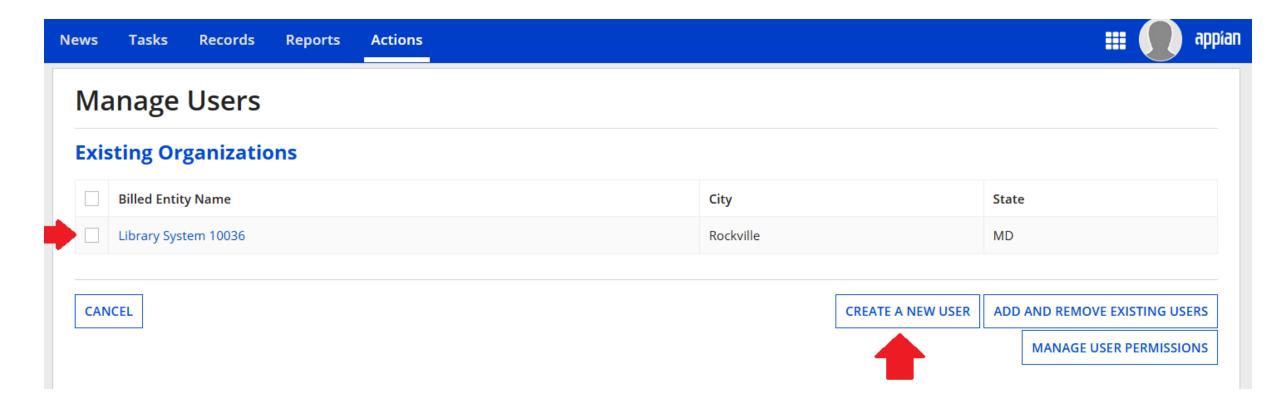
**APPLY FILTERS** 

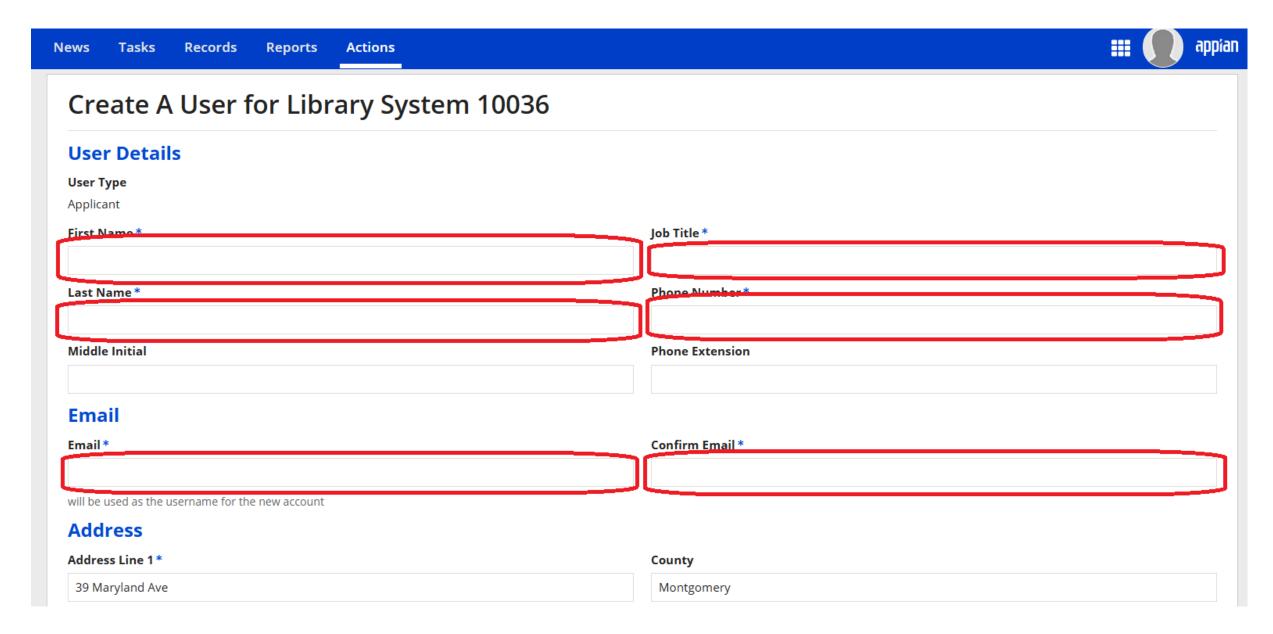
**CLEAR FILTERS** 

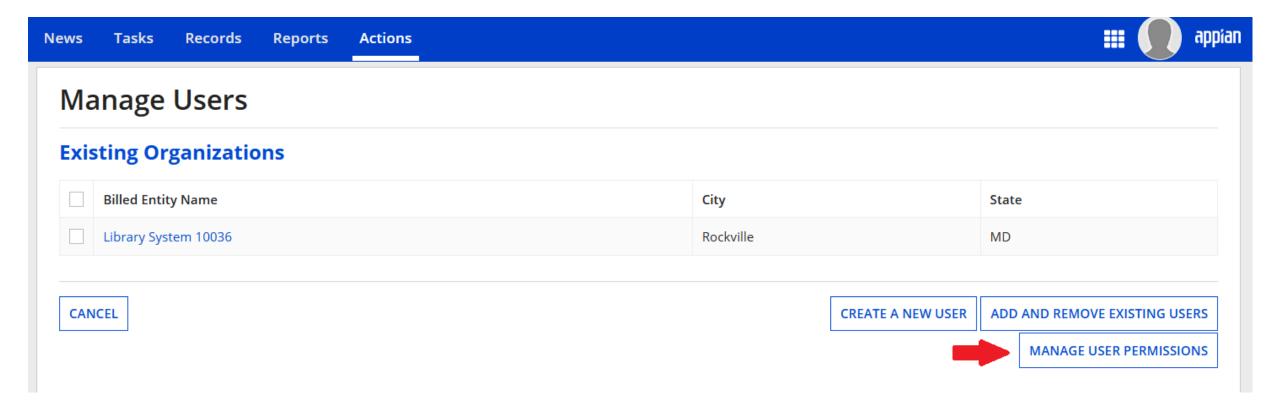
Pending COMAD Inquiries are not included.

Application/Request Number	Туре	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available								

#### **Notifications**









### **Manage User Permissions**

#### **Organization Details**

Name Library System 10036

Address 39 Maryland Ave

Rockville, MD 20850

Montgomery

Mailing Address 39 Maryland Ave

Rockville, MD 20850

Montgomery

FCC Registration 0123456780

Number

Organization Type Applicant

Phone Number 012-345-6789

Email library\_sys\_10036@mailinator.com

#### **User Permissions**

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post- Commitment Permission	486 Permission	Appeals Permission	
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#### **User Permissions**

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- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post- Commitment Permission	486 Permission	Appeals Permission
FirstName LastName	ls_user_10036@mailinator.com	•	Full •	Full 🔻	Full 🔻	School or Library Official ▼	Full •	Full •	Full •
Non-Admin Istrator	asjunk@hotmail.com	•	Full •	Full •	Full •	School or Library Official 🔻	Full •	Full •	Full •

CANCEL

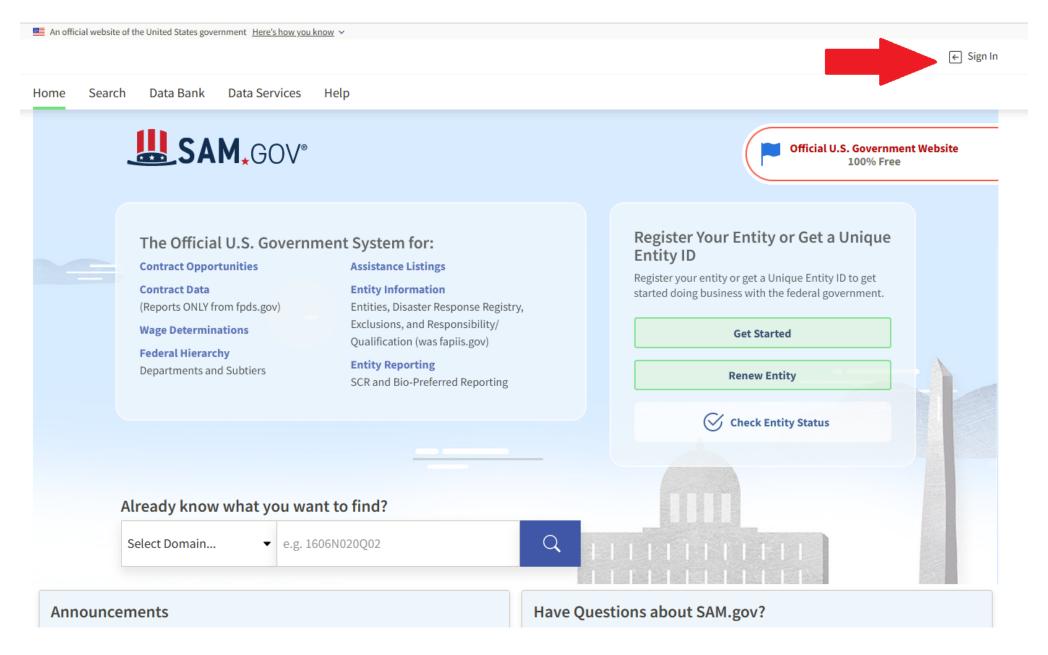




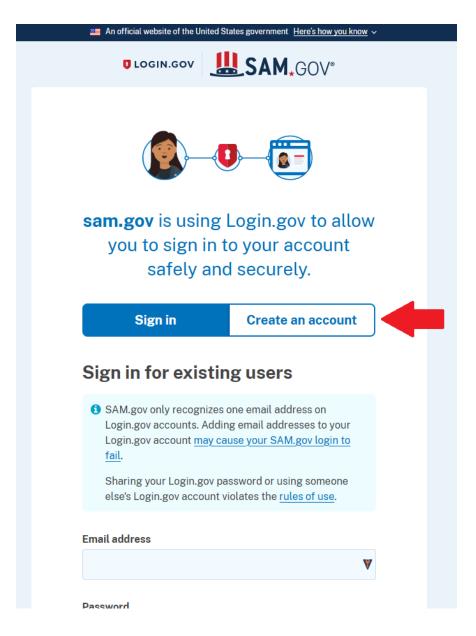
- Timing is everything: EPC is going offline from 11/3/2023 – 11/6/2023
- MBLC reached out to USAC to update library information and has provided those updates, which USAC has agreed to enter
  - As of 10/31/2023, the updates are not yet complete but hopefully coming soon

## Accounts: SAM.gov

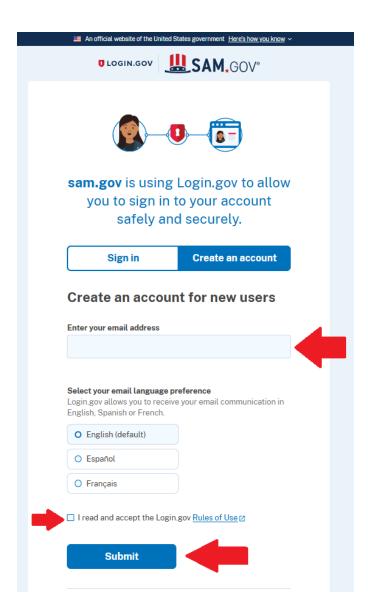
- SAM.gov is a government-wide entity database
- Used for a wide variety of grants and other federal funding opportunities
- NOT required at the beginning of the E-rate process, but may be required at the end of the process
- Has both account (individual) and entity (library) levels of registration
  - Entity registrations need to be renewed annually
  - Entity registrations require EIN and bank account number
- Entity Registrations can take 6+ weeks



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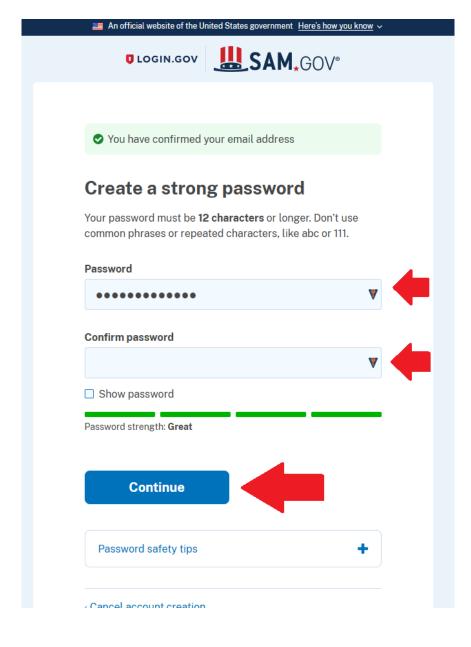
### Check your email

We sent an email to with a link to confirm your email address. Follow the link to continue creating your account.

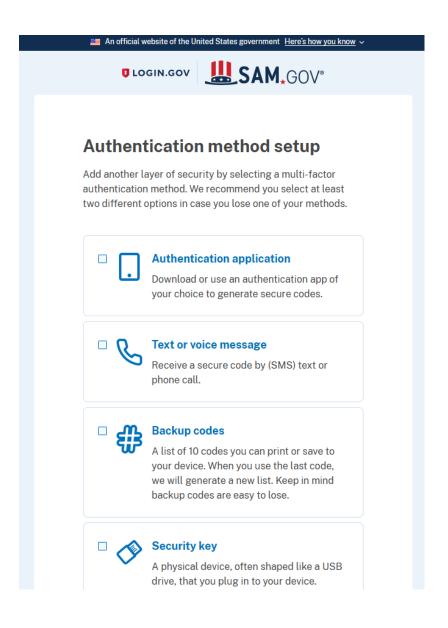
Didn't receive an email? Resend

Or, use a different email address

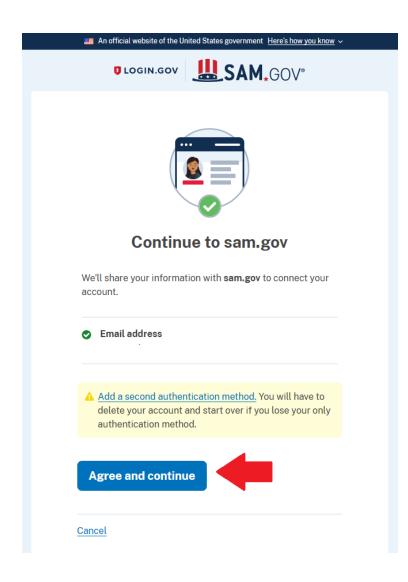
You can close this window if you're done.



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Home Search Data Bank Data Services Help

#### **Complete Your Profile**

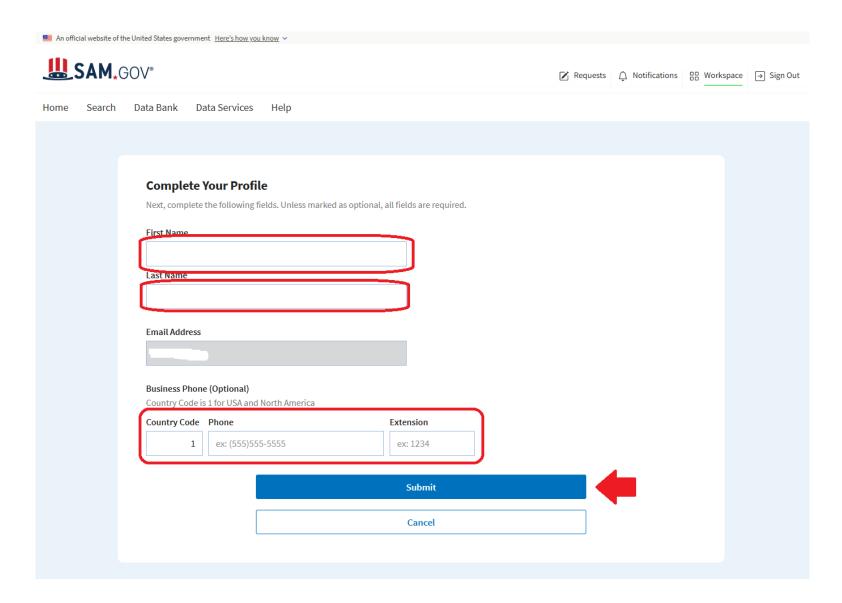
Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

#### Terms of Service

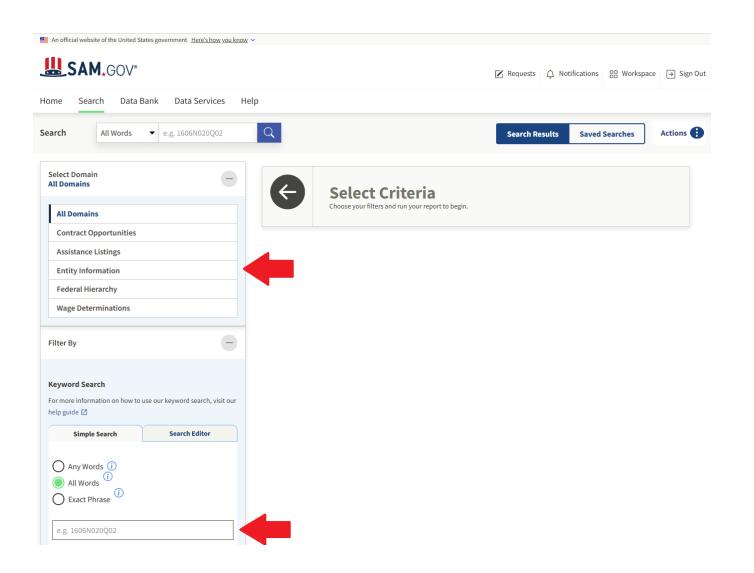
- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- · I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

☑ I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.





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### Accounts: SAM.gov

- If an entity does not exist in SAM.gov, you will need to create one
- Video available from feds at <u>https://www.youtube.com/watch?v=ERuhYyl4Nag&list=PLvdwyPgXn</u> xxVELm5A xh8R4k4HZI2thnJ&index=53
- In addition to typical information, you will need:
  - EIN
  - CAGE code (if applicable; if you don't have one, one will be assigned)
  - Bank information for transfers (account type, routing number, account number)
- There is a LOT of information requested in the registration. Most of it doesn't apply to libraries
- Remember, registrations can take 6+ weeks



- Technically not an account a form that needs to be filed within EPC
- Provides USAC with banking information
  - Account number
  - Routing number
  - Subsequent, poorly documented step requires sending a voided check or similar proof of account information
- Not required until the invoicing part of the process
- Banking information should match what you input into SAM.gov

# Getting Prepared for Procurement

# Getting Prepared for Procurement: Eligible Services

- Review the eligible services piece of the prior presentation and eligible services list
- Identify the services of interest
  - C1: transport, Internet, or both? Speeds/bandwidth? Locations?
  - C2: quantity, make, model of preferred solution(s). **Installation? Locations?**
- Letters of Agency (if applying on behalf of other entities) Copyright 2023 EdTech Strategies, LLC. All

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- State Master Contracts
  - Will cover process in detail in next session. May provide an easier path
  - Recommend looking at ITT72
    - "Category 4" in this contract covers broadband services
    - "Category 6" in this contract covers dark and lit fiber
  - MBLC is still working out how these interact with Erate and will provide more information in the next training



### <u>Do</u>:

- Figure out what equipment needs to be replaced
- Put together a list of the goods and services you're interested in
- Your own research on services that you want to procure
  - Are licenses required? What terms are available?
  - Installation? Configuration?
- Gather existing contracts and inventories together to determine existing contract expirations, license expirations, end of life dates for hardware, etc.



### *Don't*:

- Talk with service providers about what you might want to procure
- Seek advice from service providers and options
- Ask for quotes from service providers on products (even for budgeting purposes)
- Accept <u>any</u> gifts from potential service providers

# Final Thoughts

# Final Thoughts

- RFPs, State Master Contracts, Forms 470, Bid Evaluation in next training. Future trainings will cover contracts, Form 471, and subsequent steps in the process
- Make sure your entity information is complete and your accounts are set up
- Don't be afraid to ask questions!
  - Ask us on mailing list!
  - CSC: 888-203-8100 or in EPC (under Actions "select", "Contact Us" to get answers from USAC)
- Make sure you stay in control of and monitor your applications
- Take advantage of E-rate if it can help you!
- Let us know if there are other topics you'd like to see covered