



# California Public Library E-Rate Consortium Q&A

Tuesday, October 14, 2014, 9:00 -10:00am

Tuesday, October 14, 2014, 2:00 -3:00pm

Thursday, October 16, 2014, 9:00 -10:00am

Thursday, October 16, 2014, 1:00 -2:00pm

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# Today's Topics

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THE LOA

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## BACKGROUND

- To better meet the demands of today's library patrons, the governor's budget for the 2014-2015 fiscal year allocates \$2.25 million annually from the General Fund to provide public libraries access to high-speed Internet.
- A statewide needs assessment conducted by the California State Library of public library broadband connectivity considers the non-profit Corporation for Education Network Initiatives in California, CENIC, to be the most suitable partner to provide this service.

## E-RATE CONSORTIUM

- One of the major benefits to being a member of CENIC is the E-Rate consortium.
- CENIC will take on the responsibility of filing for E-rate discounts, thus reducing the administrative burden for libraries.
- Participation in an E-Rate consortium helps maximize the potential E-Rate discounts for libraries in California.

## THE LOA

- A Letter of Agency is a legal document in which one agency gives authority for another agency to act on its behalf.
- In the case of the CENIC E-Rate Consortium for public libraries, a library jurisdiction or branch would sign a Letter of Agency to join the consortium.
- The letter authorizes CENIC to seek and obtain E-Rate discounts on the cost of circuits to connect libraries to the California Research and Education Network (CalREN), the statewide broadband network operated by CENIC.

## TIMELINE

- Due date for LOA is October 31, 2014.
- Don't worry if you don't know your FRN or BEN.
- The signed LOA's must be obtained for any site that we include in the e-rate filing for this coming year before we file the Form 470 in mid-November. That is, the site cannot be listed on the Form 470 unless we have a signed LOA.

# DETAILED TIMELINE

## CENIC Year 18 (Funding Year 2015-16)

### E-Rate Process Timeline

Process Step	Milestone	Due Date	Responsible Party	Comment
Letters of Agency	CSL cover letter & LOA sent to libraries	9/1/2014	CSL	
Letters of Agency	LOA collection period	9/1/14 thru 10/31/14	CSL	
Form 470/ Procurement	Draft/prepare RFP	10/15/14 thru 11/15/14	CENIC/CSM	
Form 470/ Procurement	Preparation of draft bidding/pricing worksheet	10/15/14 thru 11/14/14	CSM/CENIC	
Form 470/ Procurement	Post Form 470(s) & associated RFP	11/14/2014	CENIC/CSM	
Form 470/ Procurement	Form 470 Allowable Contract Date	12/12/2014		12/12/14 or 28 days after filing the Form 470(s)
Form 470/ Procurement	Review of proposals and selection of service providers	12/15/14 thru 1/9/15	CENIC	
Form 470/ Procurement	Award, negotiate & execute circuit contracts	1/12/15 thru 2/12/15	CENIC	
Form 471 Block 4	Collection of NSLP/Enrollment Data	1/5/15 thru 1/31/2015	CSM	
Form 471 Block 4	Final Network Diagrams with Node locations	2/14/2015	CENIC/CSM /CSL	
Form 471 Block 4	Determination of Block 4 entities	2/15/2015	CSM/CENIC /CSL	
Form 471 Block 4	Request of new entity numbers from USAC if needed	2/1/15 to 2/15/15	CSM	
Form 471 Block 4	Review of final Network Diagrams and determination of FRN filing structure and number of Block 4	2/28/2015	CSM	
Form 471 Block 4	Preparation of Block 4 worksheets	3/7/2015	CSM	
Form 471 Block 5	Estimation of annual costs by service provider	3/7/2015	CSM	
Form 471 Block 5	Preparation of Block 5 funding requests	3/14/2015	CSM	
Form 471 Block 5	Preparation of Item 21 Attachments	3/15/2015	CSM	
Form 471 Block 6	Annual budget figure	1/31/15 to 2/21/15	CENIC/TBD	
Form 471	Drafts and review	3/14/15 to 3/24/15	CSM/CENIC	
Form 471	Submission and certification	3/25/2015	CSM/CENIC	It is likely that the last date to submit applications will be 3/24.

## WHAT IS THE LIABILITY TO MY LIBRARY?

- For any library that already applies for E-Rate, there is no additional liability incurred. The Letter of Agency is the mechanism for a library jurisdiction, system or branch to re-certify to CENIC that the library entity is "E-Rate compliant."
- CENIC will receive bids from providers on the circuit costs. Then a jurisdiction or library can decide that the cost is too high even after anticipated E-Rate and California Teleconnect Fund discounts, and may drop out of the process.
- Libraries that remain in the process will be obligated to pay the full cost of the circuits until the E-Rate and California Teleconnect Fund discounts are applied.

## MY E-RATE STATUS

QUESTION: CAN I JOIN IF I DON'T RECEIVE E-RATE TODAY?

- You can be a member of the consortium, and CENIC will apply for discounts for telecommunications circuits on your behalf.

## MY E-RATE STATUS

### QUESTION: WHAT WILL HAPPEN TO MY CURRENT DISCOUNTS?

- CENIC is only applying for discounts on telecommunications circuits, so you may still apply for discounts on equipment or other categories of goods or services for which E-Rate and CTF are available.
- In E-Rate terms, CENIC is the “Billed Entity” and the consortium lead for discounts on network telecommunications costs that are serving public libraries. A library, as a consortium member, is the beneficiary of the discount savings realized by CENIC.

## FILTERING-NON CIPA COMPLIANT

For the California public Library E-rate Consortium CENIC will be working only in the E-rate category of telecommunications that is exempt from CIPA (filtering).

The E-rate Program supports connectivity - the conduit or pipeline for communications using telecommunications services and/or the Internet. Funding is requested under four categories of service:

- 1) Internet access
- 2) Internal connections
- 3) Basic maintenance of internal connections
- 4) Telecommunications services

The E-rate Consortium will only deal with number 4 above which is exempt from CIPA. Therefore, if you currently do not apply for E-Rate, and join the consortium, you will not be required to be CIPA compliant.

## FILTERING-CIPA COMPLIANT

However, if a Library is currently applying for E-rate discounts for the following three eligible service categories, the Library **still needs to be CIPA compliant.**

- 1) Internet access
- 2) Internal connections
- 3) Basic maintenance of internal connections

## WHAT OTHERS ARE ASKING

1. The name as it appears on USAC system is mandatory. What do you put if you do not have it?
2. If you do not currently have an E-rate number, may you still submit the Letter of Agency? (It does show it as optional on the application.)
3. If any library requires authorization to sign the Letter of Agency by their Board or governing body, what is the liability or process to release the jurisdiction if it is unable to meet before October 31 and does not get authorization to sign?
4. If the systems can't get on the agenda for their governing body, what are some options for later dates?
5. What can you put in a staff report to send to a governing body describing this process and its importance?
6. Rural libraries receive a bigger discount due to the geographical nature of the state. Would this discount with CENIC be even greater than the rural discount?

## WHAT OTHERS ARE ASKING

7. Are there any libraries that should not sign the Letter of Agency?
8. To be clear- libraries still need to file and continue to keep their E-rate for internet and phone?
9. Even if my library is not in a position to afford new computers and equipment, should I submit a Letter of Agency to be considered if funding is made available in a year or two?
10. Does this mean I can no longer use my consultant for discounts if I join the consortium?
11. Do I need to be aware of my current ISP contracts and termination dates?
12. What if my discount is better? Can I withdraw?

## WHAT OTHERS ARE ASKING

13. Are there additional administrative fees to be part of the consortium?
14. If I get a circuit to CalREN, do I also have to pay for a circuit to the Internet?
15. When do E-RATE and CTF discounts take effect after the LOA is submitted?
16. If my current ISP provides a fiber connection to my building, can I use that fiber connection or do I have to pay for a new one?
17. What speeds will be available to connect to CalREN?
18. My current ISP manages my firewall. What will happen to my firewall if I migrate to CalREN?
19. How will my Library connect to CalREN? Will every branch have a direct connection?

## WHAT OTHERS ARE ASKING

20. As a current E-Rate participant - we still have to pay whatever cost is left after the E-Rate and CTF funding - would there still be that cost or would it be covered 100% by the consortium?



**Questions?**

**Thank You!!**