

# Tapestry Public Charter School Policy Manual

## E-Rate Policy

Adopted: 1/22/2024

Revised: N/A

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections:        I. Policy  
                     II. Procedure

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### I. Policy:

An independent consultant shall be selected by the school / the Finance Committee. The private firm must be acceptable to TPCS. The Treasurer, acting as the Chairman of the Finance Committee, as well as the school leaders shall be the liaison between the independent provider and TPCS.

There should be a contract for the E-Rate consulting services. The fee should be a base rate that covers the Category One (internet) application(s) and an additional rate based on the percentage of requested funds for the Category Two (network equipment) application(s). However, the fee should not exceed a determined percentage of the expected E-rate reimbursement.

The deadline for engagement should be by November 1st of the current academic year. Any expiring contracts for internet service will need to have the procurement process started by November 1st.

### II. Procedure:

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC)

The E-rate is a federal program that financially assists schools to obtain internet access and telecommunication services in classrooms for kids / students.

The FCC now lists the E-rate program as subject to Single Audit requirements effective FY 2024. GaDOE has added **Fund 475** and **Program Code 4475** to account for the revenue and related expenditures associated with the E-rate support.

With the funding from Universal Service Fund, E-Rate eligibility depends on whether the facility fits within the state's definition of elementary and secondary education and whether the school facility fits within the state's definition of an elementary or secondary school.

Therefore, broadband connections used for educational purposes within, between, or among instructional buildings that comprise a school campus and basic maintenance of these connections, as well as services that manage and operate owned or leased broadband internal connections (e.g., managed internal broadband services).

To apply for the program, the school will need to submit a funding request for proposal form 471 (Category 1) to the Universal Service Administrative Co. (USAC) or Request for Proposal form 470 listing all internet and telecommunication providers. In response to that, the providers will submit a proposal that provides information that may meet all requirements and qualify for E-rate.

Note that there are two categories of E-Rate:

- Category 1 are services that provide basic conduit access to the Internet.
- Category 2 services are those needed to enable high-speed broadband connectivity and broadband internal connections components.