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Education Technology Webinar

DEPARTMENT of EDUCATION

Agenda

- Assessment Technology Updates
- Technology Readiness Tool
- E-Rate Updates
- Resources and Training
- District Support

Assessment Technology Updates

DRC Insight Device Specifications for 2017-2018 LEAP 360, LEAP and EOC Assessments

Requirements take the following into consideration:

- The site's DRC INSIGHT software is up to date.
- The site is utilizing a TSM to distribute and cache all content.
- Available network bandwidth and network configurations are met.

Supported OS	Supported Hardware Devices	Screen Size	Processor	Hard Drive Space	Memory	Resolution
Windows OS: Windows 7 Windows 8.1 Windows 10	Touch and non-touch screen devices are now supported	**Non-touch screen devices**: **Minimum:** 9.5" **Recommended:** 13"+ **Touch screen devices**: **Minimum:** 10" **Recommended:** 13"+	**Minimum**: Dual-core i3 1.4 GHz or equivalent **Recommended**: Dual-core i5 2 GHz or equivalent	**Minimum**: 10 GB **Recommended**: 20 GB or larger	**Minimum**: 2+ GB RAM **Recommended**: 4+ GB RAM	1024x768 or greater

DRC Insight Device Specifications
(continued)

Supported OS	Supported Hardware Devices	Screen Size	Processor	Hard Drive Space	Memory	Resolution
Mac OSX OS X 10.10 OS X 10.11	Touch and non-touch screen devices are now supported	**Non-touch screen devices**: Minimum: 9.5" Recommended: 13"+ **Touch screen devices**: Minimum: 10" Recommended 13"+	**Minimum**: Dual-core i3 1.4 GHz or equivalent **Recommended**: Dual-core i5 2 GHz or equivalent	**Minimum**: 10 GB **Recommended**: 20 GB or larger	**Minimum**: 2+ GB RAM **Recommended**: 4+ GB RAM	1024x768 or greater
Chrome OS** Chrome OS latest stable channel version	Touch and non-touch screen devices are now supported	**Non-touch screen devices**: Minimum: 9.5" Recommended: 13"+ **Touch screen devices**: Minimum: 10" Recommended 13"+	**N/A**	**Minimum**: 10 GB **Recommended**: 20 GB or larger	**Minimum**: 2+ GB RAM **Recommended**: 4+ GB RAM	1024x768 or greater

**Supported Chrome devices must meet Google Auto Update Policy requirements. See https://support.google.com/chrome/a/answer/6220366?hl=en for support and expiration date details.

DRC Insight Device Specifications (continued)

Supported OS	Supported Hardware Devices	Screen Size	Processor	Hard Drive Space	Memory	Resolution
Apple iOS* 10.x*	iPad 4th generation or newer iPad Air iPad Pro: 9.7" and 12.9" Update: Ending support for iPad, iPad 2, and iPad 3rd generation	**9.7"+**	**N/A**	**N/A**	**N/A**	1024x768 or greater
Android Lollipop 5.x Marshmallow 6.x Nougat 7.x	ASUS Transformer Pad TF103CE (aka K010E) Dell Venue 10, model 5050 Google Pixel C	**10"+**	**N/A**	**N/A**	**N/A**	1024x768 or greater

The 2017-18 Device Specifications can be downloaded <u>here</u>.

*Fall 2017, Apple will likely release an iOS upgrade. DRC anticipates offering full support for the new iOS.

July Insight Client Upgrade

In early July, DRC also pushed an Insight Client Upgrade. If you set-up the Device Toolkit in E-Direct to automatically push updates to your client devices the new software will automatically pull down and install the first time the Insight client is utilized on a device. This update should only take a minute or two on devices.

Future Technology Upgrade Considerations

- Final device specifications for 2018-2019 will be released in January.

- LDOE will use the data collected in the Technology Readiness Tool (TRT) to assess and plan for future all updates to DRC's assessment platform and Insight Client.

- The TRT data will also be used to help ensure device compatibility and quality assurance testing for the Insight Client and delivery of test forms.

- LDOE will need to collect a few additional device specifications within the TRT in order to ensure updates and changes will not cause a major impact to school systems.
  - Processor chip type, generation, and speed (base and extended)

- Removal of OS and device support will follow end of support life cycles of software and hardware manufacturers.
  - Windows
  - Chromebooks

- Expansion of technology enhanced items (TEIs) and accommodations to support students will be tested and verified against TRT devices to determine compatibility and the potential need for upgrades.

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TEI Items 2017-18

TEI TYPE	ELA, English I, English II	Math, Algebra I, Geometry	Social Studies, U.S. History	Where to Find Examples of Each TEI Type in the OTTs*
Drag and Drop	X	X	X	ELA 3, 4-5, 6-8; Math 3, 4-5,6-7, 8; SS 5-6, 7-8; U.S. History Algebra I/Geometry; English I/English II
Dropdown Menu	X	X	X	ELA 3, 6-8 Math 3, 4-5, 6-7, 8 Algebra I/Geometry
Text Highlight	X	X	X	ELA 3, 4-5, 6-8 English I/English II
Match Interaction	X	X	X	Math 3, 4-5, 6-7, 8
Hot Spot		X		Math 4-5
Bar Graph		X		Math 3
Coordinate Graph		X		Math 4-5, 6-7, 8 Algebra I/Geometry
Number Line		X		Math 6-7

TSM Version 9.2

In early July, DRC pushed a TSM update (version 9.2), through the automatic updates feature to all TSMs. This update was followed by an Insight client automatic update. LEAs whose TSMs were either turned off or not accepting automatic updates may have switched into hibernation mode from non-use and will immediately attempt to upgrade when accessed for downloading LEAP 360 content. The combination of updates and content loading may cause a hibernated TSM to fail, losing all connectivity to clients and the inability to update properly. If this occurs,

- The TSM must be uninstalled and reinstalled.
- Windows and Macintosh client should be able to automatically reconnect to the TSM if the IP and named server link remains the same; otherwise districts must push out an updated configuration file.
- Chrome installations must be removed and reinstalled with a new configuration.

The 9.2 update will reset the vmoptions file to the factory/original settings. If your district updated the vmoptions in order to optimize your TSM's caching ability (e.g. mega-TSM settings), you will need to re-enter those settings after the TSM update has completed.

TSM Version 9.2

Newly Added Feature in TSM Version 9.2: TSM Load Balancing
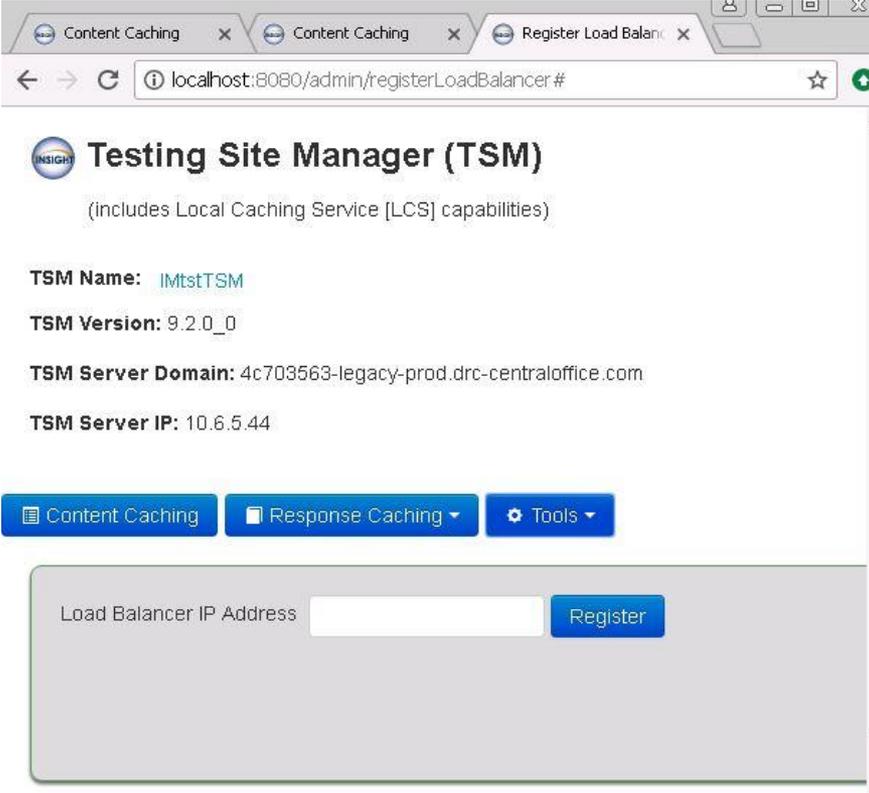
To set up load balancing:

Log into the Testing Site Manager, Select the Tools Menu, then Select Register Load Balancer. You will then enter the load-balanced virtual IP address.

The Load Balancer Tool will generate a fully qualified domain name (FQDN) for your VIP that is suitable for use in Device Toolkit OU configurations. The INSIGHT Secure Browser requires a valid FQDN to communicate securely with your load-balanced TSM pool.

You only need to do this once for a VIP, irrespective of how many TSMs are in the pool. If your VIP changes, please generate a new FQDN by returning to this tool.

Please write down or store the FQDN registered by the tool before leaving the page - it will not be retrievable afterward.

Note:This tool is only needed for managing TSMs in a load-balanced configuration. For individual TSM configurations, the TSM will automatically register the system's primary IP address and keep the FQDN up-to-date if that IP changes.

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TSM Specifications

Supported Devices	Number of Concurrent Testers	Processor	Memory	Minimum Available LAN Bandwidth	Unused Disk Space
64-bit Windows, Mac (OS X and macOS), Linux — Desktop, laptop and server devices **Important:** ● The TSM should not be installed on mobile or touch-screen devices. ● The processor, memory, and disk space requirements for the TSM vary based on the number of testers that will be testing concurrently and the accommodations used. ● The TSM should be connected to the network through a wired connection. ● A TSM configured for response caching can handle fewer concurrent testers when response caching is active.	**1-25**	**Minimum** Dual-core i3 at 2.4 GHz or equivalent **Recommended** Dual-core i5 at 2.4 GHz or equivalent	**Minimum** 2 GB RAM **Recommended** 4 GB RAM **Accommodations** 4 GB RAM	**50 Mbps**	**Minimum** 10 GB **Recommended** 20 GB or more **Accommodations** 20 GB or more
	26-150	2x Dual-core i5 at 2.4 GHz or equivalent		**100 Mbps**	
	151-500	4x dual-core i5 at 2.4 GHz or equivalent	8 GB RAM	**100 Mbps**	

What's Coming – Central Office TSM

- **The new Central Office TSM is NOT required for 2017-2018 Assessments**. We recommend districts continue with the current TSM Version 9.2.

- The Central Office TSM currently only supports the caching of content. Therefore you would need to have a minimum of 2 servers available for caching. One for Central Office and one for TSM Version 9.2 to support response caching.

- Enhancements to the Central Office TSM will be rolled out throughout the school year.

- Central Office is slated to include the following options and enhancements:
  - **Content Hosting** - Host test content securely in the "Cloud" instead of on DRC servers
  - **Central Services** - Configuration capabilities and caching services available from a single, central location
  - **Enhanced security**
  - **Flexible Installation** - Multiple installation options are available to match a site's size and needs
  - **Improved content management and downloads**
  - **Scalability improvements** - Improved support for load-balanced Central Office service pools
  - **Remote access and improved error log management**
  - **Improved simulation tools** - Enhanced testing infrastructure assessment capabilities and improved Load Simulation capabilities

What's Coming – Central Office TSM

- Device Toolkit (DTK) Integration into Central Office
  - The DTK user interface (UI) will be moved into the new Central Office format the evening of Tuesday, August 29. Users will still be able to access the DTK through the existing link, but it will bring them to the DTK tab in the new UI. Users do not have to be on the Central Office in order to use the new screen. This is an intermediary change as DRC transitions to the Central Office. DRC is actively working on side-by-side documentation that LDOE can share with the field showing this transition.

Upcoming DRC E-Direct Updates

eDIRECT Navigation Menu Change

The eDIRECT navigation will be updated the evening of **Wednesday, August 30**. Users will find "Student Status Dashboard" and "Corrections" under the "Student Management" tab in eDIRECT. This update allows DRC to provide a more user friendly interface to users of tablets and other mobile devices.
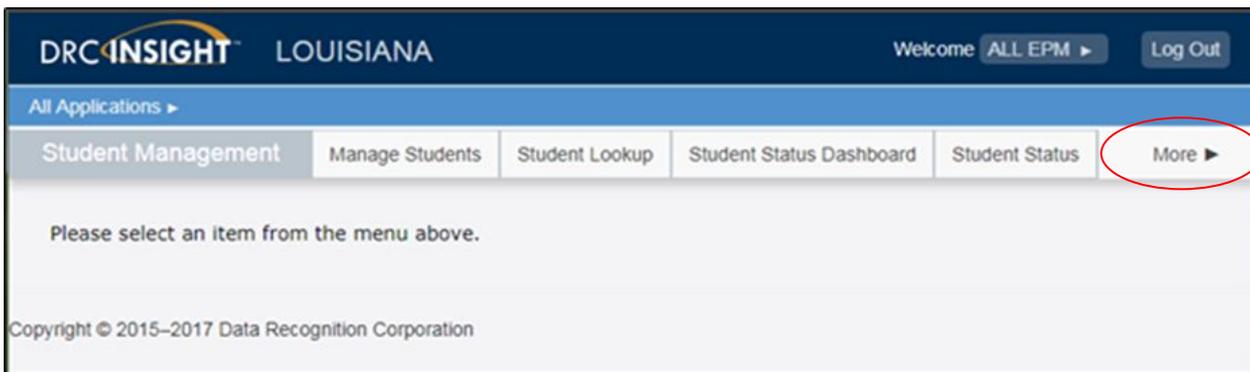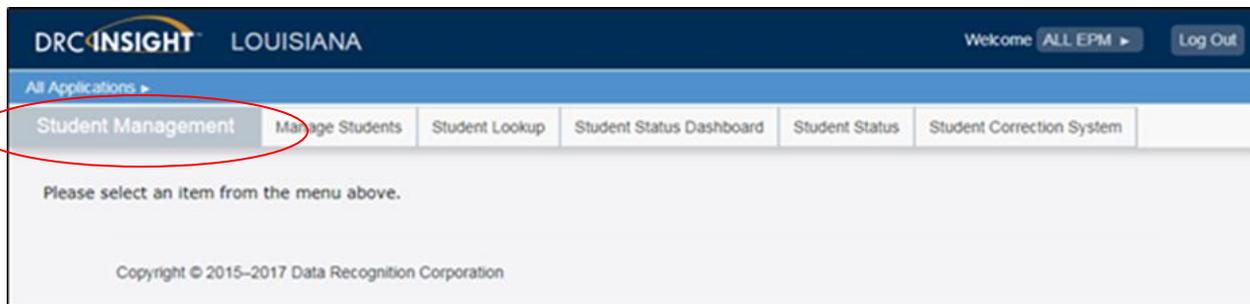
When the screen resolution won't allow all the links to fit across the top, a new "More" will be added to allow users on smaller screens to access all the navigation.

Links to Assessment Resources

- 2017-18 Testing Device Requirements
- Assessment
- TSM Version 9.2 Installation Quick Guide
- Insight Client Quick Guide

Technology Readiness Tool (TRT)

TRT Submission Dates

- Over the summer, districts should have continued to update the TRT as new devices were installed and old devices were removed. We will be pulling the data on August 31st to do a first review of all changes. Then over the next three weeks we will reach out to districts to clarify and clean-up all data so that we can update TRT status reports on September 25th. All data must be submitted and accurate by September 22 in order to have accurate reporting for planning.
- TRT reports will be updated to reflect the Fall EOC, Spring EOC and Spring LEAP testings sessions and subjects .
- New Technology Directors who need accounts can contact EdTech@la.gov for assistance.
- Pre-recorded TRT user training videos

TRT & Readiness Report Key Dates

- Over the summer, districts should have continued to update the TRT as new devices were installed and old devices were removed. We will be pulling the data on **August 31, 2017** to do a first review of all changes. Then over the next three weeks we will reach out to districts to clarify and clean-up all data so that we can update TRT status reports on **September 25, 2017**. All data must be submitted and accurate by **September 22, 2017** in order to have accurate reporting for planning.

- The September TRT reports will be updated to reflect the Fall EOC, Spring EOC and Spring LEAP testings sessions and subjects .

- The Fall TRT data collection will close on **November 17, 2017**. With the clean-up window closing on **December 15, 2017**. Updated reports within the TRT will be available on **December 17, 2017**. Statewide and District Footprints will be sent out **January 15, 2018**.

- Additionally, the 2018 Statewide Technology Plan Report will be submitted to the House And Senate Committees on Education of the Louisiana Legislature on **January 15, 2018.**

TRT Training and Accounts

New or current Chief Technology Officers and Education Technology Directors who need assistance, support or training/re-training on the Technology Readiness Tool (TRT) have the following options available:

- To create a new TRT district administrator account email EdTech@la.gov for assistance.
  - Note: District administrators have rights to create, edit, and delete accounts for both their district and schools.
  - Type 1, 3 and 4 charter schools should contact the their school's District Administrator to create their school level only access within the TRT system.
  - Type 3B and Type 5 charters should contact EdTech@la.gov.
- The following user guides, layouts and templates are available within the TRT system on the home landing page:
  - What is the Technology Readiness Tool?
  - District Admin Quick Start Guide
  - District / School Quick Start Guide
  - Users Guide
  - Organization file Layout / Template
  - User file Layout / Template
  - Device file Layout / Template
- On-page Help (click the question mark icon located in the upper right corner of the screen)
- For all other support, individualized training or questions, please email EdTech@la.gov for assistance.

TRT Revamp Coming

Because the State will need to collect additional information for planning and reporting, the TRT system will be redesigned to allow for easier data collection, ad hoc and specialized reporting, and a more user friendly interface. The initial design, architecture, features, and roll-out plan are currently under development; however we will be seeking input from LEAs to ensure the tool meets both the needs of the LEAs and the State. More information will be forthcoming in future calls.

E-Rate Updates

E-Rate General Updates

- USAC will move $3.9 billion allotted for E-rate from a private bank to the U.S. Department of the Treasury sometime next year. Details and changes to the program related to this move will be forthcoming this Fall.

- The **Category 2 budget inflation adjustment for FY 2018** will be issued in Q1 2018 when Labor and Commerce issues the inflation factor. Schools applying for C2 funding will need to account for that factor in their budgets. Over the past two years, the inflation factor has been about 1% which has been added to the base $150 per student budget model. Applicants have two options when applying for C2 in 2018:
  - Apply for more money than what is shown in budget (accounting for a potential 1% increase), understanding that is contrary to the standard advice of "do not ask for more money in your budget, that will slow down your app, and do true ups" or
  - Apply using the $153.47 per student funding and have money left over. Applicants will not be allowed to change their request by submitting a Ministerial and Clerical Error Adjustment.

- Typical **USAC processing timelines** for service substitutions, SPIN changes, Form 500s and appeals.
  - Normal processing time for USAC on all of these forms is 60 days.
  - The Form 500 process follows FIFO - First in First Out - due to various levels of complexity.
    - Form 500s for 2016 are continuing to be processed. USAC hopes to see these pick up dramatically
    - USAC is working to provide additional guidance for anyone who needs to apply for additional time to light fiber on a FY2016 Form 500.
  - Appeals – FIFO – 90 days for resolution. However the manual processing of 2016 appeals are slightly backlogged. These should be cleared by the fall.

Status of FY 2014
"Jefferson-Madison" BEARs:

On May 30th, the FCC released the *Jefferson-Madison* Order on Reconsideration ([DA 17-526](#)) granting invoice extensions to a list of applicants who had filed timely BEARs for FY 2014, but had those BEARs rejected because their service providers had not acknowledged the BEARs by the invoice deadline (as was required at the time). In addition to the applicants specifically listed in Appendices A and B of the Order, the FCC instructed USAC to process invoices from any other applicants whose BEARs had been denied for a similar reason.

The current status of these BEARs is as follows:
- Most applicants who were identified in the first round have received payments .
- As directed by the FCC, USAC has identified a number of other applicants with similar BEAR rejections in FY 2014. These additional applicants should have received their notifications.
- Un-notified applicants believing themselves to be eligible for relief under the *Jefferson-Madison* Order should file a Customer Service case.

Updates on USAC's E-Rate Productivity Center and Legacy System

Form 486 Corrections Stalled:

- USAC still is unable to process and approve FY 2017 Form 486s requiring PIA review. This is a concern for affected applicants who:
  - Have already been funded for FY 2017;
  - Filed mis-certified Form 486s which remain backlogged awaiting PIA review and correction; and
  - Need Form 486 Notification Letter approvals before their service providers will discount bills
- Based on Customer Service comments, PIA's capability to review Form 486s is not expected until this fall.
- One alternative — in theory, but <u>not</u> in reality — should be to cancel an incorrect Form 486 and refile. This option was mentioned in the original June version of USAC's Form 486 webinar, but was subsequently edited out of the associated [Form 486 slides](). Cancellations, which would provide a logical workaround to the current PIA review problem, but cannot currently be done.
- Applicants who have not yet filed Form 486s for FY 2017 are encouraged to pay close attention to the certifications when doing so.

Simplified Drop-down Options for Eligible Services on FY 2018 FCC Form 470

On Saturday, August 26, 2017, a simplified set of drop-down options will be available to applicants completing FCC Form 470 to request bids for eligible services in the E-rate Productivity Center (EPC). The simplified drop-down options will apply to FCC Forms 470 filed for FY2018 on or after that date.

If you have already filed an FCC Form 470 for FY2018, or plan to do so between now and August 26, 2017, you do not need to refile FCC Form 470. FCC Forms 470 filed using both the current and simplified drop-down options in EPC will be accepted for FY2018, subject to program rules.

Changes:

- Leased Dark Fiber and Self-Provisioned Networks drop-down menu option changes with additional help text to assist applicants with identifying the options that should be selected to effectively request bids in these categories.
- Drop-down options now assist applicants with requesting additional services, required for bid consideration, when considering leased dark fiber or self-provisioned networks.
- Applicant seeking only Leased Lit Fiber solutions must use the "Leased Lit Fiber" drop-down option. Applicants must not use any other drop-down option (e.g., "Internet Access and Transport Bundled") to request bids for Leased Lit Fiber after the simplified drop-down options are made available on August 26.

Form 470 Simplified Drop-down Options (continued)

- Applicants will also no longer be able to select "Transport Only - NO ISP Service" for Leased Dark Fiber starting August 26.

- "Transport Only – No ISP Service" and "Internet Access and Transport Bundled" will remain options in the EPC drop-down tool, but may only be used to request bids for non-fiber services.
    - Use the "Transport Only – No ISP Service Included" drop-down option when they are interested in considering proposals for transport services provided over third party networks that do not include commercial Internet Access service, other than Leased Dark Fiber
    - Use the "Internet Access and Transport Bundled" drop-down option when they are seeking bids for managed services provided over third party networks that include commercial Internet Access service, other than Leased Lit Fiber

- "Internet Access: ISP Service Only" should be selected when seeking bids for commercial Internet Access service only, or in conjunction with a separate transport solution.

Form 470 Simplified Drop-down Options (continued)

- Voice and/or Cellular Service changes
    - Use the "Cellular Data Plan/Air Card Service" drop-down option when you are only seeking bids for a commercial wireless data plan only..
    - Use the "Cellular Voice" drop-down when you are only seeking bids for commercial wireless voice service with no data or texting services.
    - To bid for BOTH cellular data service in addition to cellular voice, you should also utilize the "Cellular Data Plan/Air Card Service" function and the "Cellular Voice" function to apply for the combined service.
    - Use the "Voice Service" drop-down option to request Analog, Digital, or Interconnected VoIP voice service

- "Other" Function
    - Use the "Other" drop-down and provide additional detail about this service by uploading an RFP document. This option should also be selected if you are seeking support for: (a) Network Equipment, such as modulating electronics and other equipment necessary to make a Category One service functional; or (2) maintenance and operation costs for Leased Dark Fiber or a Self-Provisioned Network.

Form 470 Simplified Drop-down Options (continued)

IF you have already filed an FY 2018 FCC Form 470, and you wish to refile, using the new drop-down options, you are allowed to do so; but you must comply with all program rules and wait the required 28 days before entering into a contract.

USAC will be publishing guides and instructions on the USAC website by August 26.

If you have questions or need additional assistance, please contact the USAC's Client Service Bureau at (888) 203-8100.

NOTE: The amount and type of information required to submit and certify a FCC Form 470 has not changed or been simplified.

USAC Fiber Questions and Carrier Confidentiality

- Many applicants applying for new lit and dark fiber systems in both FY 2016 and FY 2017 have received (or may yet receive) detailed questions from USAC on fiber topology, fiber strand usage, potential fiber use by other customers, etc. — questions that can best (or only) be answered by the service providers. However, telecommunications carriers may be understandably reluctant to disclose proprietary information such as this through E-rate applicants who are subject to Freedom of Information Act ("FOIA") requests by competitors. Responding to USAC's requests through EPC, however, remains an applicant-only process. In some cases, this has led to a stand-off in the PIA and application approval process.

- One solution being proposed — sensible, but subject to USAC's approval — is to permit a carrier to submit sensitive network data directly and confidentially to USAC. A simple notification of the carrier's transmittal of network information to USAC could then serve as the required EPC response by the applicant. We encourage USAC, applicants, and service providers, to work out mutually acceptable solutions for addressing these more complex PIA questions.

Avoiding 486 Certification Errors

It is always a good idea to read E-rate certifications before blindly checking all the boxes and certifying a form. However, on a Form 486 the majority of the certifications do not apply to a given applicant. To the contrary, the certifications are tailored to applicant-specific situations.

USAC does not automatically reject or deny Form 486s with wrong or inconsistent checkmarks. However, USAC does flag these Form 486s for review. Currently, there is a significant backlog of Form 486s under review, and neither applicants nor service providers can submit FY 2017 invoices until the associated Form 486s are approved by USAC.

Avoiding 486 Certification Errors
(continued)

Below is a list of possible Form 486 certifications followed by explanations of each.

- **Certifications #1 and #2** — the first to appear during EPC's Form 486 certification stage — generally do not apply.
  In particular:
    - Based on its wording, certification #1 is particularly tempting to check, but its applicability is limited. Normally, a Form 486 cannot be filed until the services covered by the FRN(s) have already started, i.e., no earlier than July 1st. **Certification #1** is to be used only by applicants who have been funded before the funding year begins, who want to file their Form 486s early, and who can assure USAC that the services will start sometime during the first month. Anyone filing a Form 486 on or after July 1st should not check this certification.
    - **Certification #2** should be used only in very special circumstances — ones we have never experienced — in which state or local procurement rules conflict with CIPA regulations.
    -

- **Certifications #3, #4, and #5** are most commonly the only certifications used by CIPA-compliant applicants receiving Internet and/or any Category 2 services. Most importantly, they attest to the facts that:
    - The certifier is authorized to file the Form 486.
    - Related documentation, including all procurement material will be retained for at least 10 years after the service is delivered.
    - The applicant is CIPA compliant.

Avoiding 486 Certification Errors
(continued)

CIPA compliance is not required if an applicant is applying for discounts on telecommunications services only. This exception applies even if the telecommunications services are used to provide Internet access services if, and only if, the applicant does not apply for E-rate discounts on the Internet service itself. Two certifications deal with the telecommunications-only situation, namely:

- **Certification #7** is used by individual applicants applying only for telecommunications discounts.
- **Certification #8** is used by consortium applicants applying only for telecommunications discounts.

A Form 479 is an unusual E-rate form in that it is filed — on paper, not online — with the consortium leader, not with USAC. As a result:

- **Certification #9** is used by consortium applicants to confirm that they have collected completed Form 479s from all their members.

Important note: Applicants whose EPC accounts are accessed for forms preparation and submission by different users must recognize that anyone preparing a form can check the proper certifications. But, once that form is sent to another person for certification, those checkmarks are deleted. The final form certifier must complete the certifications anew.

Form 486 Instructions are available on the USAC website under the Reference section, not under the Forms section.

E-Rate COMAD Process Clarifications

- Once a COMAD or RIDF letter is issued, and the applicant's funding is reduced, the applicant has 60 days to submit an appeal to USAC.
- If the applicant waits the entire 60 days for submitting the COMAD appeal, USAC automatically issue a demand payment letter on the 61st day which will "cross in the mail" with the appeal. Applicants are encouraged to email their appeal to USAC once it is filed.
- The action on the demand payment letter will be stayed while the appeal is reviewed.
- Applicants will not be formally notified that action on the first demand payment letter is stayed during the pendency of the appeal.
- If USAC denies the COMAD appeal, recovery continues where it left off. However, one of two scenarios can take place.
  - Scenario 1 - if the appeal and the 1st Demand Payment Letter crossed in the mail, USAC would reissue the letter once the appeal is decided.
  - Scenario 2 - if the appeal is filed after the 1st Demand Payment Letter was issued it would be reissued.
- If an applicant decides they do not want to appeal to the FCC, they should refer to the due date for repayment on the 1st Demand Payment Letter.
- If USAC denies the COMAD appeal, the applicant has 60 days to file an appeal with the FCC. However, the recovery process continues. Applicants are encouraged to email USAC a copy of the appeal and the FCC EFT confirmation page if they decide to move forward with an FCC appeal.

E-Rate COMAD Process Clarifications
(continued)

- If the applicant takes the entire 60 days to prepare and file their appeal of the USAC denial of the COMAD appeal, the applicant does risk being put on red light sometime between Day 31 and 60 of the appeal period. In effect, an applicant has only a 30 day period for filing an appeal with the FCC after a USAC COMAD denial to ensure that the applicant is not put on red light.
- An applicant should contact USAC if they believe that they were inadvertently put on red light and should not have been due to the filing of an appeal with the FCC.
- If an applicant needs to request a payment plan for a COMAD, the applicant will need to contact USAC Finance and follow the directions on USAC's website: http://usac.org/cont/making-payments/payment-plans.aspx USAC will issue a Second Demand Payment Letter, 30 days after the 1st Demand Payment Letter, if the applicant does not respond to the first letter. The applicant will also receive a "Notice of Withholding of Action" (NOWA) Letter noting that the applicant is placed on red light and the debt is turned over to the Department of Treasury.
- The timeline for paying the full debt due to treasury is 120 days, an Appeal will stay that process.

Updating EPC profiles for 2018

USAC has unlocked applicant profiles in EPC. Applicants are able to go into their profiles and make updates. USAC encourages applicants to continue to contact the Client Service Bureau (CSB) to create new entities (including annexes) and to link existing entities to their school districts or library systems – activities that applicants were not able to complete while their profiles were locked.

Please note, some profile information may change as part of the Program Integrity Assurance (PIA) review process for FY 2017 FCC Forms 471 and other review processes. If changes occur in certain fields, USAC may overwrite current entity profile information with the changes identified in application reviews. Consequently, for profile updates outside of creating new entities and linking new or existing entities, Applicants are encouraged to wait until later this year to update profile information for FY 2018.

Eligible Services List

- The FY 2017 Eligible Services List (ESL) was released for comment in July 2017. While the draft ESL includes no major changes to product and service eligibility, there were two main areas the FCC was seeking input on.:

  1. Network Equipment with Mixed Eligibility – On-premises equipment that connects to a Category Two-eligible LAN is eligible for Category One support if it is necessary to make a Category One broadband service functional. If the price for components that enable the LAN can be isolated from the price of the components that enable the Category One service, those costs should be cost allocated out of the Category One funding request.

  2. FCC is seeking comment on potentially extending a waiver service category requirement - the category of service that should apply to inside wiring between different schools or libraries sharing a single building. In the notice, inside wiring is defined as customer-owned or controlled intra-building wiring on the applicant side of the demarcation point. This potential change would clarify if there is a way to separate a WAN and LAN functionality in a piece of equipment, the charges should be split accordingly.

- The FCC received a number of comments, and there was broad consensus from a number of school districts, AT&T, and the State E-Rate Coordinators' Alliance ("SECA"), supporting initial comments from Kellogg & Sovereign Consulting, on the need to address eligibility and/or funding flexibility for transitional changes in telecommunications services (either bandwidth upgrades or new carriers).

- The FY2018 draft Eligible Services List may be List may be found here.

Upcoming 2017 E-Rate Deadlines

Form 486 Deadlines

- Form 486 deadlines occur 120 days from the FCDL date or the service start date (often July 1st), whichever is later. This means that Form 486 deadlines for funding commitments received in subsequent waves will follow at roughly one week intervals. Upcoming wave deadlines include:
  - Wave 44 - 08/25/2017
  - Wave 45 - 09/01/2017
  - Wave 46 - 09/07/2017
  - Wave 47 - 09/19/2017
- Applicants missing these (or earlier) deadlines should watch carefully for "Form 486 Urgent Reminder Letters" (actually emails directing the applicants to EPC News Feed items). The Reminders will afford applicants with 15-day extensions from the date of the emails to submit their Form 486s without penalty.
- The earliest Form 486 deadline for FY 2017 will be Monday, October 30th.

- **Sept. 30 - Service delivery deadline for the receipt of non-recurring services** (i.e., installation or other one-time charges) for FY 2016. Requests to extend the service delivery deadline, if needed, must be made on or before this date.

Tentative Fall E-Rate Training Dates

Depending on the changes being enacted by USAC and the FCC for FY 2018-19 E-Rate Filing we will hold **either** half-day or full-day District E-Rate Trainings.

Half-Day Trainings will be held in the afternoons after the morning November Supervisor Collaborations:
- November 9- Bossier
- November 13- Baton Rouge
- November 15 - Lafayette
- November 16 - Harvey

Full-Day Trainings - TBD, if needed

- **USAC Annual Fall Training**
  - **October 10 -** Washington DC - This training is limited to State E-rate coordinators and other "executive or senior" managers with E-rate responsibilities.
  - Training sessions for other attendees are planned in Charlotte, Minneapolis, and San Diego (**dates to be announced**).

Training and Information

Resource

- Building Technology Infrastructure for Learning, 2017 Infrastructure Guide Update - https://tech.ed.gov/infrastructure

Training Events

Calls

- October 19
- December 14
- January 18
- February 22
- April 19

Collaborations

- November*
  - November 9- Bossier
  - November 13 - Baton Rouge
  - November 15 - Lafayette
  - November 16 - Harvey

Educational technology as well as E-Rate sessions will be offered at the Collaborations

- January/February*
  - January 30 - Baton Rouge
  - February 1- Harvey
  - February 6 - TBD
  - February 8 - Ruston
- March*
  - March 13- Ruston
  - March 14 - Baton Rouge
  - March 15 - Harvey

District Support

EdTech@

All stakeholders are encouraged to email technology readiness (device & network), E-Rate, and technology contract questions and/or concerns to edtech@la.gov.

Assessment@

All stakeholders are encouraged to email assessment and accountability questions and/or concerns to assessment@la.gov.

Assessment Hotline

For immediate assistance regarding assessment and accountability, district-level staff may call the Assessment Hotline at 1-844-268-7320.