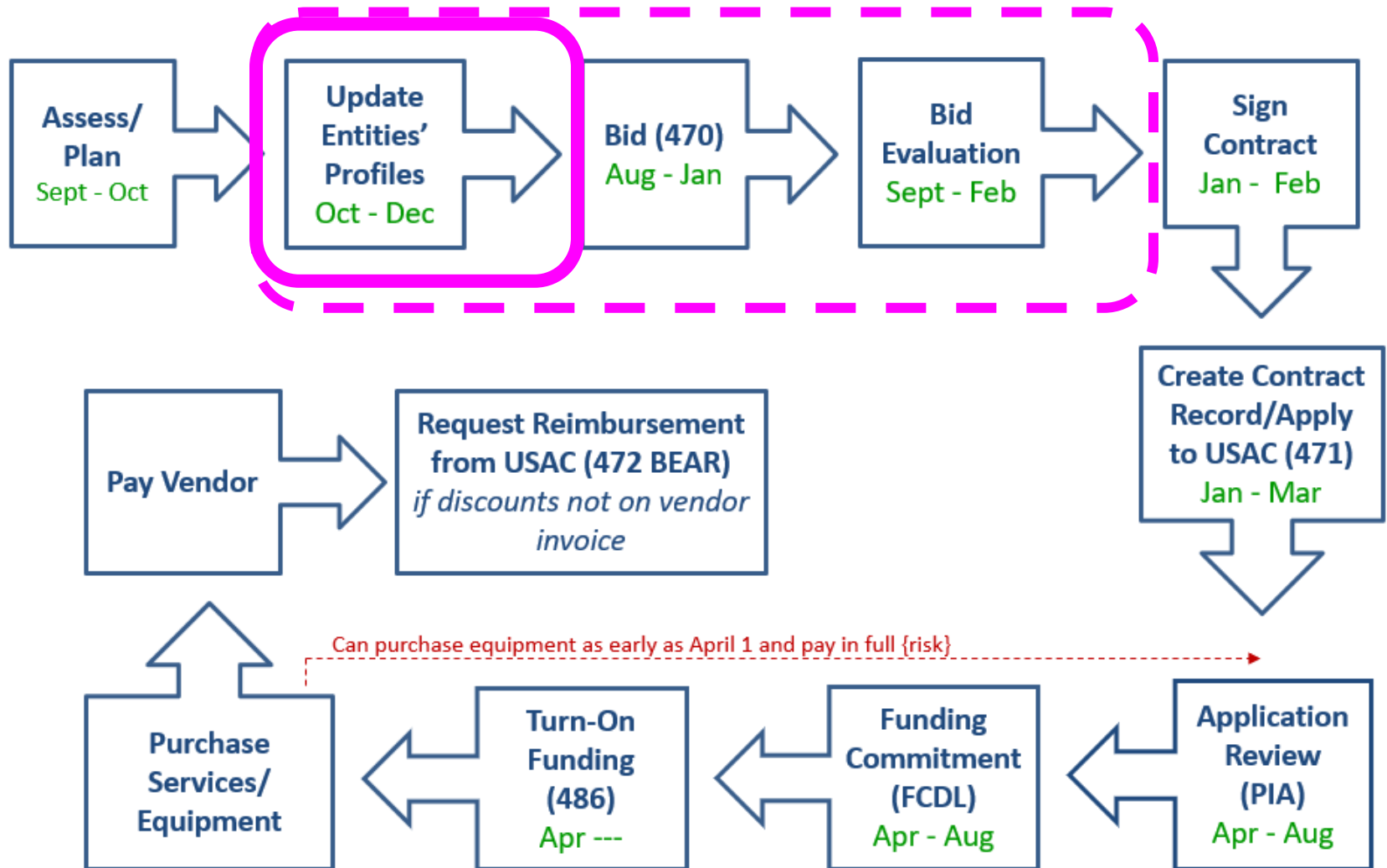


Guide to Updating Category 2 Budget Data & Discount Calculation Data for FY 2021



Prepared by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
December 2020

You are here in the FY 2021 E-rate process:



New for FY 2021

- FY 2021 begins the next C2 budget cycle – FY 2021 – FY 2025
 - All C2 budgets reset beginning in FY 2021
 - District-wide C2 budget calculations
 - New C2 budget multipliers and increased minimum building budgets
 - C2 enrollments may remain constant or may increase each year than an applicant applies for C2 funding
- New section in EPC profile for Category 2 budget enrollment data
 - These fields may appear to replicate some other fields, but they are independent and not linked
- 3 new school subtypes – each will be included in the C2 budget calculations, even if the school has 0 recorded students

3 New School Types

- **General Use School:**
 - Offers instruction to students drawn from other schools within a district. Student counts often change throughout the year. Some examples of general-use schools within a district are magnet schools, special education units, computer centers, or career centers
 - May or may not have enrollment and NSLP numbers or may use zeros
- **Detention Center** (basically the same as a juvenile justice school)
 - May or may not have enrollment and NSLP numbers or may use zeros
- **Swing School:**
 - Temporarily houses students from a school may need to be relocated due to closure, construction, or a revamping of their technological infrastructure at the school
 - A swing school differs from an annex. An annex is considered a part of the school it shares an entity number with rather than a temporary relocation site & does not need or have a separate entity #
 - A swing space – although associated with a school – is part of the school district where the school is located and **is** considered a separate school
 - Enrollment and NSLP fields are zeroed out and cannot be updated

Category 2, 5-Year Funding Caps

Each billed entity's Category 2 E-rate funding has a 5-year cap, using this formula:

Single Schools:

\$167 x total enrollment OR **\$25,000**, whichever total budget is greater

School Districts:

\$167 x total district enrollment, OR

\$25,000 x total number of schools in the district

– Whichever total budget is greater

Single, Independent Libraries:

\$4.50 x square feet

Minimum/building = \$25,000

– Whichever total budget is greater

Library Systems:

\$4.50 x total square feet of all libraries in system

Minimum/building = \$25,000 x total number of libraries in system

– Whichever total budget is greater

~ **Hybrid for Small Schools and Libraries:** See next slide

Special C2 Budget Calculation Option for Smaller School Districts/Library Systems

School Districts with **10 or fewer** schools – 3 options:

a) Calculate by total district enrollment x \$167

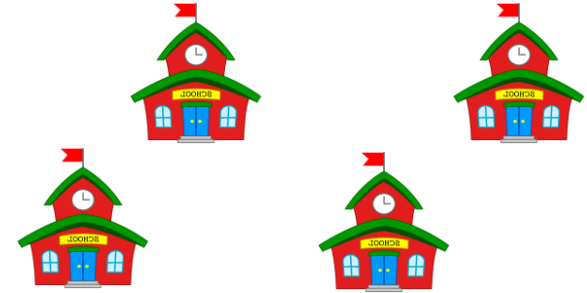
or

b) Calculate by total number of schools x \$25,000

or

c) **Hybrid:** Calculate by school and take the higher budget from each school and add together

Note: This is only advantageous if one or more schools have fewer than 150 students



School	Enrollment	FY 2021 - 2025 Budget (hybrid)
Red School	625	x \$167 = \$104,375
Green School	300	x \$167 = \$50,100
Yellow School	50	Minimum = \$25,000
Blue School	120	Minimum = \$25,000
Total of all buildings' max. budgets:		\$204,475

a) $\$167 \times 1095 = \$182,865$

b) $\$25,000 \times 4 = \$100,000$

c) Hybrid = \$204,475

Library Systems with 10 or fewer libraries have the exact same calculations except using square feet and \$4.50

Purpose of this Guide:

This Guide has two purposes:

- Demonstrate how applicants update their **Category 2** enrollment data
 - **Note: libraries enter square footage data instead of enrollment data**
- Demonstrate how applicants update their enrollment/NSLP data in each school's EPC profiles for the purpose of calculating their **E-rate discount** for the upcoming funding year
 - **Libraries do not enter discount-rate data; their Form 471s will automatically pull the discount data from the public school district in which they are located**

What is the Admin Window?

- All C2 budget data and discount calculation data are updated during the 3-month period before the Form 471 application window called the 'Admin Window'
- The Form 471 does not ask applicants to enter their enrollment and NSLP data in the actual Form 471 application
 - Form 471 pulls the enrollment/NSLP data from the schools' profiles to calculate the appropriate district-wide E-rate discounts
- Category 2 budgets are calculated based on district-wide enrollments
 - System-wide square footage for libraries
 - Consortia 471s will automatically pull the discount data from each consortia member's EPC profiles

Admin Window Details for FY 2021

- The Admin Window typically opens October 1 and closes two days before the Form 471 application window opens in January
 - Exact deadline not yet known, but likely mid January
- After the Admin Window has closed, the school data will be “locked down” and the Form 471 window will open
 - It will not be possible to update this data in EPC after the Admin Window closes because that data will be linked to active library and consortia applications
 - If new schools open after the 471 window opens, call USAC at 888-203-8100 and they will try to figure out a work-around in these rare situations
 - Corrections can be made to data by using the RAL Correction Process after the Form 471 has been submitted
 - PIA will review the RAL correction during the application review
 - Not ideal and likely will delay the approval of your application

Where to Obtain Enrollment/NSLP Data

- Schools typically use the enrollment/NSLP data submitted to the Dept. of Education on their October NSLP Claim Form
 - Although you can use more recent data, the official PDE data is what USAC's PIA team uses to validate your data
 - If you use different data, just be prepared to justify that data during your PIA review
- Note: FY 2021 is an anomaly due to the pandemic. Only 7% of PA school districts are operating NSLP programs and therefore schools may use last year's data for both their C2 budgets and their discount rate data
 - See listserve message of 12/14/2020 at: www.e-ratepa.org for detailed information related to which dataset can/should be used, if any

UPDATING CATEGORY 2 ENROLLMENT DATA




Category 2 Budget Calculation Data

- Schools can use different enrollment figures for their Category 2 budget calculations than what is used in the discount calculation data
- Then, in future years that C2 enrollment data will remain the same unless the enrollment increases in which case they can update the data to claim a higher Category 2 budget for the remainder of the C2 budget cycle (FY 2021 – FY 2025)
 - However, if the enrollment decreases, schools are not required to make any adjustments and the higher enrollment data (and higher C2 budget) will remain
 - In order to claim the higher enrollment, the school must apply for C2 funding in that funding year and validate their increased enrollment


Where to Update C2 Enrollment Data

- Schools enter their Category 2 enrollment data in a new location in EPC – at the bottom of their School District’s Manage Organization page in a new section called “Category Two (C2) Budget Information”
 - In this section, districts can enter their district-wide enrollment total, or their school-level enrollments
 - Data can also be entered at the bottom of each school’s EPC profile page, but enrollment entered as part of the discount calculation section will NOT be transferred to the C2 budget page
- *Why would a district want to update enrollment at the school building level instead of using the aggregate district-level enrollment? \$\$\$*
 - If a district has 10 or fewer schools, and any of those schools has fewer than 150 students, it will be advantageous for the district to enter enrollment data by school so the EPC system will use the “hybrid” method of calculating C2 budgets, thus giving the district a higher budget
 - Districts with 11 or more schools are not eligible to use the hybrid method and have no reason to consider entering their enrollment data by school

Updating C2 Budget Profile

News Tasks (2) Records Reports Actions  Appian

My Applicant Landing Page



Training
**Universal Service
Administrative Co.**

[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](#)

Welcome, THE BEST SCHOOL DISTRICT - (PARENT ENTITY)!

Updating C2 Budget Profile

Check the box next to the organization's name, then click 'Manage Organization'

Manage Organizations

Existing Organizations

<input checked="" type="checkbox"/>	Billed Entity Name	City	State
<input checked="" type="checkbox"/>	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	Springfield	PA

CANCEL

MANAGE ORGANIZATION

Updating C2 Budget Profile

Scroll to the bottom of this page until you see this:

Modify An Organization

Name *
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

Organization Type
Applicant

Physical Address

Address Line 1 *
100 Main Street

Address Line 2
Apt 2

City *
Springfield

State *
PA

Zip Code *
19064

Zip Code Extension

County *
Please select a County

Please ensure that the address, city, state, and zip code are correct

Mailing Address

Mailing address is the same as physical address.

Category Two (C2) Budget Information

C2 Budget Information Section

This is the section you're looking for on the Manage Organization Page

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ⓘ *

- One number for my whole district
- A number for each school in the district

Sum of Student Counts of all Schools in the District

5761

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ⓘ	Eligible for C2 budget?	
109	Plainfield Elementary School	349	N/A	✓	EDIT
10597	Gallaudet Elementary School	234	N/A	✓	EDIT

How to Enter C2 Enrollment Data

A) Select **“One number for my whole district”** if:

- 1) No schools have < 150 students, or
- 2) There are more than 10 schools in district

... then enter the district-wide student enrollment in the text box

How does the district report its student count for Category Two budget? ? *

One number for my whole district

A number for each school in the district

District Student Count *

B) Select **“A number for each school in the district”** if:

- 1) At least one school has < 150 students, and
- 2) There are more than 10 schools in district



... then enter each school's enrollment data in the fields below

How does the district report its student count for Category Two budget? ? *









One number for my whole district

A number for each school in the district

If Entering Enrollment by School (B)

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 	Eligible for C2 budget?	
109	Plainfield Elementary School	115	N/A		<input type="button" value="EDIT"/>

Click 'EDIT' and the enrollment field becomes editable.

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 	Eligible for C2 budget?	
109	Plainfield Elementary School	<input type="text" value="115"/>	N/A		<input type="button" value="UPDATE"/>
10597	Gallaudet Elementary School	227	N/A		<input type="button" value="EDIT"/>
10598	Boone Middle School	344	N/A		<input type="button" value="EDIT"/>
10599	Franklin High School	555	N/A		<input type="button" value="EDIT"/>
10600	Bluford Middle School	1234	N/A		<input type="button" value="EDIT"/>
10601	Guggenheim Elementary School	456	N/A		<input type="button" value="EDIT"/>
10602	Anderson Elementary School	1234	N/A		<input type="button" value="EDIT"/>

Enter the enrollment data, then click 'UPDATE.' Do this for each school, then click 'SUBMIT.'

Don't Forget to 'Submit'

- After entering the district-wide enrollment or the school building enrollment data, be certain to click the Submit button at the bottom of the page:



SUBMIT

- If the data isn't 'submitted,' it won't be captured by the system and used to calculate your C2 budget

Alternative Method of Entering C2 Data

- If using option B (entering enrollment by school), applicants can choose to update their C2 enrollment at the bottom of each school's EPC profile page
 - This data is then updated on the district's Manage Organization page for that school
 - Entering the enrollment in the discount calculation section will NOT update the C2 enrollment data
 - Those two datasets are not linked

How to See Updated C2 Budget \$

- Use USAC's C2 Database at: <https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7>
- Data is updated nightly
- Use filters and enter Billed Entity Number (BEN) - then click 'Apply'

The screenshot shows the 'Filters' panel on the left with dropdown menus for State, Applicant Type, City, Billed Entity Name, BEN, and Consulting Firm Name (CRN). A red dashed arrow points from the BEN dropdown to the search input field in the 'BEN IS' panel on the right. The search input contains '125326'. Below the search input is a 'SELECTED VALUES' section with a dropdown for '125326'. Underneath is a section titled 'VALUE MOST COMMON TO LEAST COMMON' with '(No value)' and a list of values: 10005, 100072, and 100124. A red dashed box highlights the 'Apply' button at the bottom right of the search panel. To the right of the search panel, the text 'C2 Budget' is written in red, with a red arrow pointing down to a red box around the 'C2 B...' column header in the table below.

BEN	Bille...	City	State	Appl...	Cons...	C2 B...	Child...	C2 B...	Full T...	Libra...	Scho...	Libra...	C2 B...
125326	ALBERT G...	UNIONTO...	PA	School DI...	Intermedi...	FY2021-2...	8	Per Site B...	3,317		\$167.00		\$553,939...

UPDATING DISCOUNT DATA IN SCHOOL PROFILES



Discount Calculation Data

- Schools update their enrollment and NSLP data (or CEP %) in each school's EPC Profile during the Admin Window
- However, due to fact that so few schools are operating NSLP programs this year due to the pandemic (only 36 school districts in PA), the FCC is permitting schools to use enrollment and NSLP data from last year (Oct 2019) or this year (Oct 2020) to calculate their E-rate discounts for FY 2021
- Typically, discount rates rarely go up or down from year to year; therefore, it is highly likely that most districts will choose to not update the enrollment and NSLP data in each school's EPC profiles this year
- However, schools will want to update the 'subtypes' using one of the classifications, if appropriate
 - General Use School
 - Detention Facility
 - Swing School

Where to Modify Enrollment/NSLP Data in EPC

From your Landing Page...

My Applicant Landing Page



Training
Universal Service
Administrative Co.

Welcome, **THE BEST SCHOOL DISTRICT - (PARENT ENTITY)**

Step 1: Click on a district's name to see their profile data

Step 2: Click "Discount Rate" to see a list of schools for your entity

Records / Applicant Entities

#108 - THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

Summary Customer Service Modifications Additional Information **Discount Rate** Category Two Budget

FRN Appeals News Related Actions

Opening Each School's EPC Profile

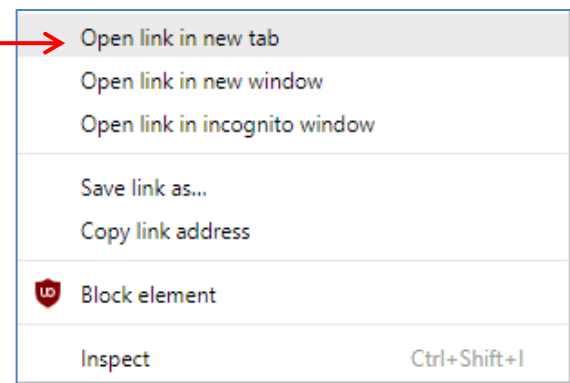
Step 3: Click "Show Entities" and the list of schools will appear (not NIFs)

School District Full-time Enrollment	School District NSLP Count
5761	4820

[SHOW ENTITIES](#)

Entity Details	
Organization	BEN
Plainfield Elementary School	109
Gallaudet Elementary School	10597
Boone Middle School	10598
Franklin High School	10599
Bluford Middle School	10600
Guggenheim Elementary School	10601
Anderson Elementary School	10602

Step 4: Right Click on each school name and select "Open link in new tab." Do this consecutively for each school name on the list. This will create a tab at the top of your browser – one for each school.



Editing Each School's EPC Profile

Step 5: Click on the tab for the first school, and then click "MANAGE ORGANIZATION" to open the "editable" version of the page.



A screenshot of a web browser window. The browser has several tabs open, including '#108 - THE BEST', '#109 - Plainfield E', '#10597 - Gallaudet', '#10598 - Boone', '#10599 - Franklin', '#10600 - Bluford', '#10601 - Guggen', and '#10602 - Anderso'. The address bar shows the URL 'portal-training.usac.org/suite/tempo/records/item/IMB0YLZsM4yuY0N6bx2pGHWU-FkqFcd37sG3MvQkUvoA8_8GUqJVlv2ULESBxPxY11k_5erAycPH054qmWqBLJAwXUXekpCiMfW0dxxXIC'. The page has a blue navigation bar with 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. Below the navigation bar, the page title is '#109 - Plainfield Elementary School'. A 'Summary' button is highlighted. On the right side, there is a 'MANAGE ORGANIZATION' button with a document icon, which is circled in red. Below the title, there are several tabs: 'Summary', 'Modifications', 'Additional Information', 'Category Two Budget', 'Contracts', 'FCC Forms', 'News', and 'Related Actions'.

Updating School 'Subtypes'

- If one of your schools qualifies as one of the three new school subtypes, and therefore is put into the C2 budget calculation mix, make that designation on that school's EPC profile page:

School Information

School Sub-Type *

Public School
 Private School

Check All That Apply [Show Help](#)

<input type="checkbox"/> Pre-K	<input type="checkbox"/> New Construction School
<input type="checkbox"/> Head Start	<input type="checkbox"/> Swing Space
<input type="checkbox"/> Adult Education	<input type="checkbox"/> Detention Center
<input type="checkbox"/> Juvenile Justice	<input type="checkbox"/> General-Use School
<input type="checkbox"/> Dormitory	<input type="checkbox"/> ESA School
<input type="checkbox"/> Charter School	<input type="checkbox"/> BIE
<input type="checkbox"/> Tribal School	

Is this school part of a school district?
Yes

Edit the School's Profile Data: NON CEP Schools

Step 6: Scroll down the page to the Enrollment and NSLP data and update.

Enrollment data

Total Free/Reduced Lunch data

Number of Full Time Students *

349

Community Eligibility Program (CEP)? *

Yes

No

Total Number of Students Eligible for National School Lunch Program (NSLP) ⓘ *

145

Alternative Discount Method *

None

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

System requires an answer to whether you used a survey or sibling match

Edit the School's Profile Data: CEP-Participating Schools

Step 6: Scroll down the page to the Enrollment and CEP % data and update.

Enrollment data

**Use 'CEP Percentage' data
from PDE File**

Number of Full Time Students *

349

Community Eligibility Program (CEP)? *

Yes

No

Total Number of Students Eligible for National School
Lunch Program (NSLP) ? *

308

CEP Percentage *

55.00%

CEP Base Year *

2018

*This figure is calculated
automatically based on
enrollment and CEP% data.*

**Enter CEP Base Year from PDE
File**

Codes = Optional

- These code fields are all optional. If you try entering data and receive a red error message, just erase the data and submit

State School Code
106172003
State LEA Code
NCES Public State Code
NCES Public District Code
NCES Public Building Code
FCC Registration Number ?
0012722211

Modification Nickname Action Required

- After you “submit” the updated data, the system will ask you to give the modification a nickname

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

- You can simply click the space bar to proceed to Submit

Returning to the List of Schools

- To update the next school's data, click on the next tab, then Manage Organization to make the form "editable."



A screenshot of a web application interface. The browser's address bar shows the URL: portal-training.usac.org/suite/tempo/records/item/IUB0YLZsM4yuY0N6bx2pGHWU-FkqFcd37sG3MvQkUvoA8_8GUqJVlv2ULESBxPxYI1k_5erAycPH054qmWm7pGGtm69HxVGerzNANsBpMT. The page has a blue navigation bar with tabs for News, Tasks (2), Records, Reports, and Actions. The 'Records' tab is active. Below the navigation bar, the page title is 'Records / Applicant Entities' and the main heading is '#10597 - Gallaudet Elementary School'. To the right of the heading is a button labeled 'MANAGE ORGANIZATION' with a gear icon, which is highlighted with a red rectangular box. Below the heading is a horizontal menu with tabs for Summary, Modifications, Additional Information, Category Two Budget, Contracts, FCC Forms, News, and Related Actions. The 'Summary' tab is active. Below the menu is the 'Organization Details' section, which contains the text 'Name Gallaudet Elementary School' and 'Applicant Type School'.

Reviewing Your Discount Rate

Step 7: After you've updated the data for each school, return to the first tab, which will be the Discount Rate page. Click on Discount Rate again for the discounts to update

Step 8: Ensure your data is accurate

- If they do not match the totals you have, click on “SHOW ENTITIES” to determine where the inaccurate data exists

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms
FRN Appeals News Related Actions

Requested Discount Rate - DU BOIS AREA SCHOOL DISTRICT (BEN: 125407) - FY2017

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
3575	1890	53%	Rural	80%	80%	

[SHOW ENTITIES](#)

Reviewing Your Discount Rate

- If you receive this message, it means there is data missing from one or more schools in your district

The information in your organization's profile is not sufficient to calculate your Discount Rate.

- Click 'Show Entities' to determine which school(s) have problems

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent
3575	1890	53%

[SHOW ENTITIES](#)

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP
WASSON ELEMENTARY SCHOOL	17255	409	305
DU BOIS AREA MIDDLE SCHOOL	17260	910	
JUNIATA ELEMENTARY SCHOOL	17261	391	179
DU BOIS AREA SR HIGH SCHOOL	17262	1060	446
OKLAHOMA ELEMENTARY SCHOOL	17264	361	149

If a field is blank, this is where the problem exists

Review...

- **Check EPC building list:** Review existing school/library building list and contact USAC if any schools/libraries will be opening/closing for FY 2021
- **Category 2:** If applying for C2 for FY 2021 and enrollment has increased from Oct 2019:
 - Update C2 Budget Data under Manage Organization
 - For districts with 10 or fewer schools, if at least one of your schools has fewer than 150 students, enter enrollment data by school and select:

How does the district report its student count for Category Two budget? ⓘ *

One number for my whole district

A number for each school in the district

- **Discount Data:** If operating NSLP this year (check the list), and discount rate will increase due to higher NSLP participation, update each school's EPC profile with most recent enrollment/NSLP (or CEP%) data