

Agenda

- E-rate Overview
- Application Cycle
- Forms/Online Filing
- Questions

E-rate is...

- A technology program for affordable **broadband** access
- Open to all K-12 schools and public libraries
- Shorthand for “Education Rate” formally known as Universal Service Support Mechanism for Schools and Libraries
- An annual fund of about \$4 billion, adjusted for inflation yearly
- A discount funding program for certain technology services and equipment
- Based on a competitive bid model to set prices for services and equipment

E-rate is managed by...

➤ **Federal Communications Commission**

- Administrative agency in charge of regulations, enforcement, policies

➤ **Universal Service Administrative Company (USAC)**

- Administrator of all universal service programs including E-rate

➤ **Schools and Libraries Division of USAC (SLD)**

- The division of USAC that administers E-rate

Who's in Charge

FCC

- Issues rules
- Issue legal decisions
- Interprets rules
- Sets all policies
- Supervises SLD

USAC/SLD

- Day to day administrator
- Review and processes applications
- Implements rules and policies instructions
- Not allowed to set policy

The State E-rate Coordinator

- Offers training and help applicants with the E-rate process and to serve as liaison with SLD
- Maintains State E-rate Listserv
 - Self-subscribe at this link:
https://www.k12.sd.us/MailingList/SD_E-Rate
- Prepares and submits DDN State Network E-rate Application

3 E-rate Fundamentals

Entity

- Library eligible for LSTA funding
- Has Own Budget

Service

- Listed on Eligible Services List
- Delivered to eligible entity

E-rate Discount

- Based on % of Free/Reduced Students
- Correlate to E-rate Discount Matrix

Eligible Entities

- Libraries eligible for funding under LSTA
 - Must have separate independent budget
 - Must pay for E-rate eligible services
 - Dual use libraries – school/public libraries must determine whether they are the billed entity or whether the school district is the billed entity
- Separate administrative buildings of libraries qualify for limited funding
- Consortia comprised of eligible schools and/or libraries

2 Categories of Services & Equipment

- **Category 1 - Services **TO** buildings**
 - Internet access service
 - Data transmission service

- **Category 2 – Services/equipment **INSIDE** buildings**
 - Internal Connections equipment/service
 - Managed Internal Broadband Services
 - Basic Maintenance of Internal Connections

Category 1 Overview

- Funding is geared to broadband service to buildings
 - Data Transmission Circuits – circuits to and between buildings
 - Internet Access Service
- **Voice phone service is no longer eligible.**

Internet Access

- Eligible Internet Access may include the following features if they are provided as a standard bundled component of a vendor's Internet access service:
 - Basic firewall protection
 - Domain name service
 - Dynamic host configuration
- **Ineligible** components of Internet access that need to be deducted from E-rate funding requests:
 - Add-on charges - Content/applications
 - Add-on charges – email
 - Add-on charges – webhosting
 - Add-on charges – filtering

Category 1 Other Eligibility Issues

ELIGIBLE

- Installation if included on competitive bid form
- State, federal and local taxes
- Universal service fund charge

INELIGIBLE

- Late fees
- Finance charges
- Paper statement fees
- Administrative charge for collecting USF fee

Category 2 Funding Overview

- Category 2 funding is for data network equipment and service *inside* buildings needed for broadband connectivity
- 3 Subcategories of Eligible Items:
 - Internal Connections
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services

Internal Connections

Access Points	Uninterruptible Power Supply/Battery Backup – to support eligible equipment
Antennas, cabling, connectors	Wireless controller system
Caching (storage of recently accessed information)	Operating Software for eligible equipment
Firewall services and components – basic features	Licenses to operate eligible equipment
Switches	Bundled warranty included in price of equipment (not separately purchased)
Routers	Installation, configuration & basic training
Racks	

- If it's not listed above, assume it's ineligible.
- **Servers** are generally not eligible unless a caching server.

Managed Internal Broadband Services (MIBS)

- Services provided by a 3rd party to operate, manage and monitor eligible internal connections.
- Services may include:
 - Manage/operate internal network
 - Install, activate, initially configure equipment
 - On-site training on use of equipment
- Equipment ownership options
 - 3rd party vendor may own equipment & lease it to library OR
 - Library may own equipment and contract for management related services

Basic Maintenance of Internal Connections

- Equipment being maintained must be eligible.
- Cost must be based on estimated time and materials.
- Insurance type contracts are not eligible.
- Reimbursements limited to actual time spent on maintenance.
- Extended warranties are not eligible.
- Software updates and basic technical support are eligible.
- E-rate dollars for this category are hard to keep track of.

Category 2 Budgets

- Unlike Category 1 services, the price for Category 2 equipment and services is limited by a set budget.
- The budget is set by FCC and adjusted each year for inflation.
- Budget is the total amount of funding – prior to E-rate discount being applied – that is available to each applicant.

Category 2 Budget Timeline

- Program began 4 years ago.
- Upcoming funding year (FY 2019) is Year 5.
- FCC must act to extend the program or it sunsets.
- No decision has been made yet.
- If program sunsets, then former rules may take effect.
 - No limit on amount of funding but only may apply 2 out of every 5 years.
 - Less certainty that sufficient funding will be available for all applicants.

Use or Might Lose C2 Funds

Because the future rules for Category 2 funding are uncertain, advisable to apply for Category 2 in FY 2019 if you have a need.

Category 2 Budgets

- Each **library** is entitled to a pre-discount cap of \$2.39 per square foot, (\$5.21 per square foot for urbanized libraries with IMLS locale codes of 11, 12, 21)
- Money is allocated **per library** and **cannot be** moved between buildings
- Money must be spent during funding year (cannot apply for full budget and spend down over multiple years)
- Not allowed to spend funds first then be reimbursed in a later year
- **Administrative buildings (NIFs)** do not qualify for Category 2 funding

Calculation of C2 Budgets

➤ Calculation is done at the building level for libraries:

- Most Libraries - $\$2.395556582 * \text{total number of square feet}$
 - All but Siouxland Libraries
- Libraries with IMLS Locale Codes 11, 12, or 21 - $\$5.2077317 * \text{total number of square feet}$
 - Siouxland Libraries
- Minimum amount per building of \$9,582.23 for buildings with less than 4000 square feet

➤ See attached library square footage table from IMLS information

- May be updated with E-rate if data is inaccurate.

Tracking C2 Budgets By Building

<https://sltools.universalservice.org/portal-external/budgetLookup/>

Schools and Libraries (E-rate)

Category 2 Budget Lookup Tool

Note that C2 budgets are pre-discount. Only approved pre-discount amounts are charged against an entity's C2 budget. Individual schools and libraries have C2 budgets.

School districts, library systems, consortia, and non-instructional facilities (NIFs) do not. [\(more...\)](#)

Entity Number

Enter up to 100 entity numbers separated by commas.

134053

Lookup C2 Budget Status

Clear

C2 Budget Lookup Tool

Category 2 Budget Status

Understanding the search results [\(more...\)](#)

All dollars are PRE-Discount #s

Funding Year **2018** ▼

Entity # 134053	Entity Name BERESFORD PUBLIC LIBRARY	\$\$ approved in prior years	
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FY2018	C2 Budget \$23,236.90	Approved Pre-Discount \$3,751.24	Remaining Balance \$19,485.66
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Application #171044251 (FY2017) BEN 134053 BERESFORD PUBLIC LIBRARY

50 ▼ rows per page Page 1 of 1

FRN	Line Item	Requested Pre-discount	Approved Pre-discount	FRN Commitment Status
1799106125	1	\$504.00	\$504.00	Funded
1799106125	2	\$216.97	\$216.97	Funded
1799106125	3	\$51.16	\$51.16	Funded
1799106125	4	\$70.00	\$70.00	Funded
1799106125	5	\$36.57	\$36.57	Funded
1799106125	6	\$250.00	\$250.00	Funded
1799106125	7	\$250.00	\$250.00	Funded
1799106125	8	\$2,172.90	\$2,172.90	Funded

Application #181040178 (FY2018) BEN 134053 BERESFORD PUBLIC LIBRARY

50 ▼ rows per page Page 1 of 1

FRN	Line Item	Requested Pre-discount	Approved Pre-discount	FRN Commitment Status
1899078000	1	\$199.64	\$199.64	Funded

Tracking C2 Budgets

- Funds committed are automatically deducted.
- If you don't use all of the funds, then be sure to return them to receive credit.
- Use Form 500 to return funds.
- The C2 budget tool may not reflect pending Form 500s.

Library Discount Calculation

➤ Independent Libraries

- Will derive their discount based on the percentage of students eligible for the NSLP in the school district in which that library is located and whether the library is located in an urban or rural area

➤ Library Systems and Libraries in a System

- Will derive their discount based on the percentage of students eligible for the NSLP in the school district in which the main library system outlet/branch is located
AND
- The percentage of buildings in rural areas
 - If more than 50% are located in rural areas, then the rural discount should be used

E-rate Discount Methodology

➤ NSLP Percentage Calculation

- All discounts for both Category 1 and Category 2 will be calculated on a district-wide average basis

⇒ **Total district NSLP eligible students / total district enrollment**

- Each building will receive the same district-wide discount
- Libraries receive E-rate discount for the district in which the library is located

➤ Urban/Rural

- 2010 U.S. Census classifications of rural/urban will be used for each building
- Rural/urban status of majority of buildings (physical addresses) will be used for entire district
- All districts are rural except for Sioux Falls, Rapid City and Aberdeen

School District Example

School	Urban/Rural	Enrollment	NSLP	
CUSTER ELEMENTARY SCHOOL	R	357	119	
CUSTER HIGH SCHOOL	R	253	68	
CUSTER MIDDLE SCHOOL	R	100	27	
HERMOSA ELEMENTARY SCHOOL	R	163	35	
CUSTER SCHOOL DISTRICT 16-1	R	873	336	

$$336/873 = 38.48\% \text{ NSLP}$$

Category 1 Discount Matrix

INCOME Measured by % of students eligible for NSLP	URBAN LOCATION Discount	RURAL LOCATION Discount
If the % of students in your school that qualifies for the NSLP...	...and you are in an URBAN area, your discount will be...	...and you are in a RURAL area, your discount will be...
Less than 1%	20%	25%
1% to 19%	40%	50%
20% to 34%	50%	60%
35% to 49%	60%	70%
50% to 74%	80%	80%
75% to 100%	90%	90%

Custer S.D.
38.9% NSLP



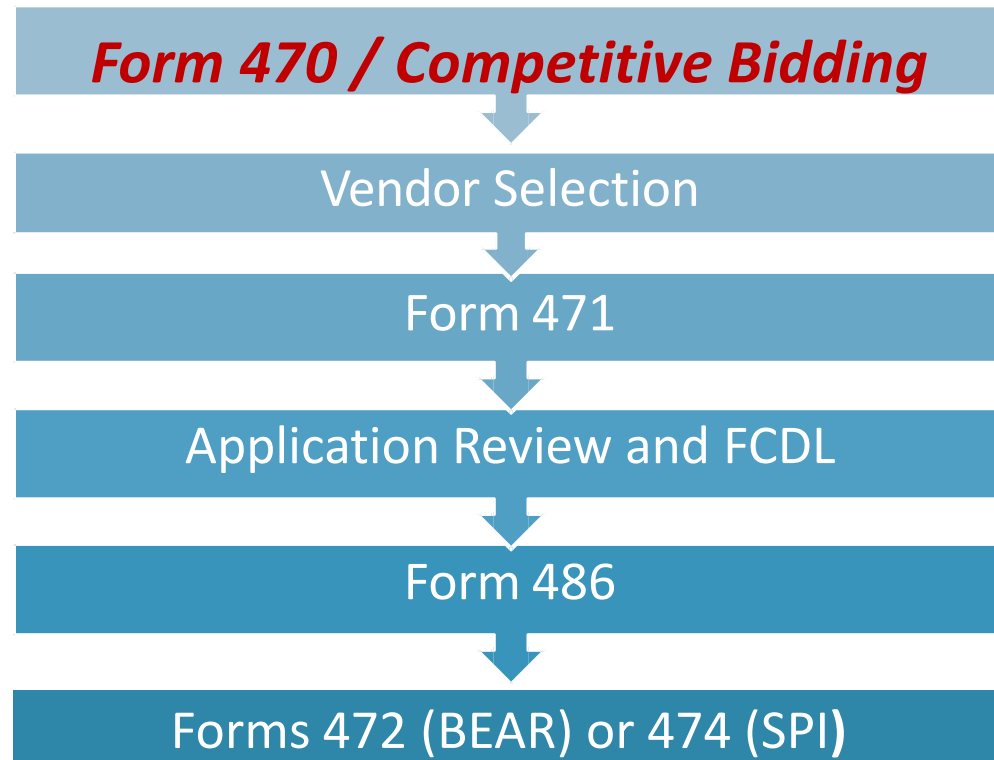
90% is maximum discount

Category 2 Discount Matrix – 85% Max

- Maximum Category 2 discount is 85%.
- All other discount bands will remain the same.

NSLP Eligibility	Urban	Rural
Less than 1%	20%	25%
1 – 19%	40%	50%
20 – 34%	50%	60%
35 – 49%	60%	70%
50 – 74%	80%	80%
75 – 100%	85%	85%

Let's Begin...





Pre-Funding Commitment

Eligible Entities

Eligible Services – Category 1 and Category 2

E-rate Productivity Center (EPC)

Bidding Rules

Form 470 Bidding Form

Vendor Selection & Contracts

Discount Calculations

E-rate Productivity Center (EPC)

- Forms must be submitted inside a personalized account portal.
- Each library needs have an EPC account.
- FY 2016 was the first year that EPC was introduced.
- Call Client Service Bureau at 888-203-8100 if you don't know whether your EPC portal has been set up.
- See Tab 6 for detailed EPC portal guide.

How to Log-In to EPC

The screenshot shows the homepage of the Universal Service Administrative Co. At the top right, there are links for "USAC En Español", "Subscribe", "Contact USAC", and a search bar. Below these, there are navigation tabs for "Tools", "Forms", "Payments", and "EPC". The "EPC" button is highlighted with a red box. Below the navigation tabs, there are links for "About USAC", "Schools and Libraries", "Rural Health Care", "Lifeline", "High Cost", "Contributors", and "Service Providers". The main content area features a banner for "Live Webinars" with a "REGISTER TODAY" button. On the left side, there are sections for "ABOUT THE PROGRAM" and "RESOURCES & TOOLS".

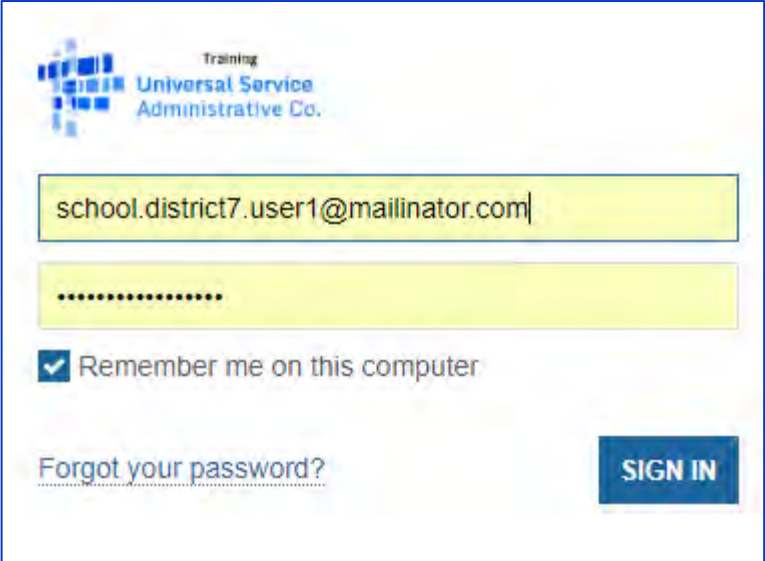
Step 1: Go to www.usac.org/sl and click EPC

Step 2: Click "I Agree"

The screenshot shows a system access agreement page. At the top left, there is the Universal Service Administrative Co. logo. The main text reads: "You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 34, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system." Below the text, it says "To accept these terms, click 'I Agree.'" and there is a blue button labeled "I AGREE" highlighted with a red box.

How to Log-In to EPC

- The username is the e-mail address of the User and is always lowercase.
- Passwords must be changed every 60 days.
- If you received this link as a New User, enter your username and click “Forgot your password” to create your password.



Training
Universal Service
Administrative Co.

school.district7.user1@mailinator.com

.....

Remember me on this computer

[Forgot your password?](#)

SIGN IN

Form 470 – Description of Services Requested

- Notifies vendors of services and equipment that you want to receive price quotes/bids for.
- Bids must be accepted for 28 days from date of online posting.
- There is no obligation to make any purchases of services or equipment listed on Form 470.

Who Files and When?

- Filed by entity that will be negotiating with vendors – usually district
- Must be filed online inside EPC portal
- All Form 470s are available for vendors to view at the SLD website
- Usual time frame to post Form 470 is between July 1 and December 30.
- Absolute last day to post Form 470 is based on as yet unknown deadline for submitting Form 471 funding application minus 29 days.
- Recommended to post Form 470 before leaving on winter break.

Services/Equipment to Include on 470

- **Category 1 Services – Internet and Data Circuits**
 - Services purchased on a non-contract, month-to-month basis
 - Services under contract, but contract expires any time prior to 6/30/2020 (end of upcoming funding year)
- **Requests for Category 2 Equipment or Services**
- **May file single or multiple 470s, it's up to you**
- **You are permitted to contact vendors and advise them of the bidding opportunity to encourage them to submit bids.**

Describing Services & Equipment

- Form 470 has drop down service/equipment menu.
- Must specify minimum and maximum quantity.
- Manufacturer Preference – must also include words “or equivalent” and consider alternative bids
 - May require other manufacturer equipment to be interoperable with existing equipment.
 - Require vendors to submit documentation to establish their equipment is equivalent to your preferred manufacturer’s equipment.

Category 2 Form 470 Suggestions

- Post for all 3 subcategories – Internal Connections, MIBS and Maintenance.
 - Vendors may classify licenses as internal connections or maintenance.
- Require vendors to indicate which subcategories their equipment/services fall under.
- Specify whether you want vendor to install equipment and to provide basic training.
- Require vendors to describe bundled warranty that is included in the cost of the equipment.

Additional Information for Form 470

- Itemize grounds for disqualification – for example –
 - Vendor must be authorized to do business in South Dakota
 - Vendor must have office within x miles of library
 - Proposal/quote must be submitted no later than the 470 allowable contract date
 - For vendors quoting equipment from a different manufacturer from your stated preference, failure to submit documentation to establish equipment is equivalent
- Other requirements to include on Form 470:
 - Who to contact if they have questions (by email or phone?)
 - Express invoice preference – pay in full or discounted bills* (may make this a disqualification factor)
 - Format of proposals (email responses, paper responses, etc.)
 - If vendor does not comply with your requirements you can take this into account in bid evaluation
 - References from other similarly sized library or public sector applicants
 - Provide Service Provider ID # (SPIN)
 - Describe E-rate expertise and available resources

Bidding Exemption for Bundled Internet

- Narrow exemption that is difficult to predict whether it can be used.
- Mentioning it now “just in case” for future reference.
- “Commercially available” Broadband/Internet packages that cost less than \$300 per month per building (prediscount) can be purchased without posting a Form 470.
- Minimum speed must be **100 mbps downstream and 10 mbps upstream.**
- Cost must be based per building and cannot be averaged across multiple buildings.
- Annual cost of \$3600 must include all equipment and installation charges and monthly recurring charges.
- **Recommendation:** Include Internet on your Form 470 and rely on exemption as a last ditch effort (if you miss Form 470 deadline or forget to include Internet on your Form 470).

Requests for Proposal

- E-rate defines a Request for Proposal as any supplemental documentation that an Applicant shares with Vendors in addition to posting a Form 470.
- E-rate does not mandate the use of a RFP except for dark fiber or self-construction of fiber procurements.
- Applicants may find a RFP to be helpful to provide a more comprehensive description of services or equipment requested than there is room to include on the Form 470 – especially for C2 requests and wiring projects in particular.

More on RFPs

- You must decide whether you are going to issue an RFP *prior to* preparing your Form 470.
- Form 470 asks whether you have an RFP; if you answer “Yes” you must upload the RFP before you can finalize the Form 470.
 - If you issue supplements or additional information about the RFP, you must upload those materials in the EPC portal also.
 - If you make significant changes to your RFP you need to either post a Form 470 or extend the due date for responses to be 28 days from the date of issuance of the changes/additional information.

Consultants

- Applicants may hire an E-rate consultant to file forms and for E-rate compliance assistance.
- Consultants have specific requirements and restrictions.
 - Need a signed Letter of Agency from an authorized representative of the Applicant prior to submitting any forms
 - Need a Consultant Registration # and must report the # on Form 470 and 471
 - Consultant may not be the EPC Account Administrator
 - Consultant must be completely independent of any service provider that may participate in the Applicant's procurement
 - A consultant's relationship with a participating service provider can tarnish and invalidate the procurement, and lead to denial of funding for the Applicant
 - Consultant may not select vendors on behalf of Applicant

Competitive Bidding

- After the Form 470 has been posted online, vendors may submit proposals to the library.
 - Proposals must be accepted for a minimum of 28 calendar days, but Applicants may accept proposals after this date.
- Vendors may contact you if they need additional information.
- When contacted by a vendor, make sure you indicate your willingness to receive a proposal for services listed on Form 470.

Service Providers Cannot...

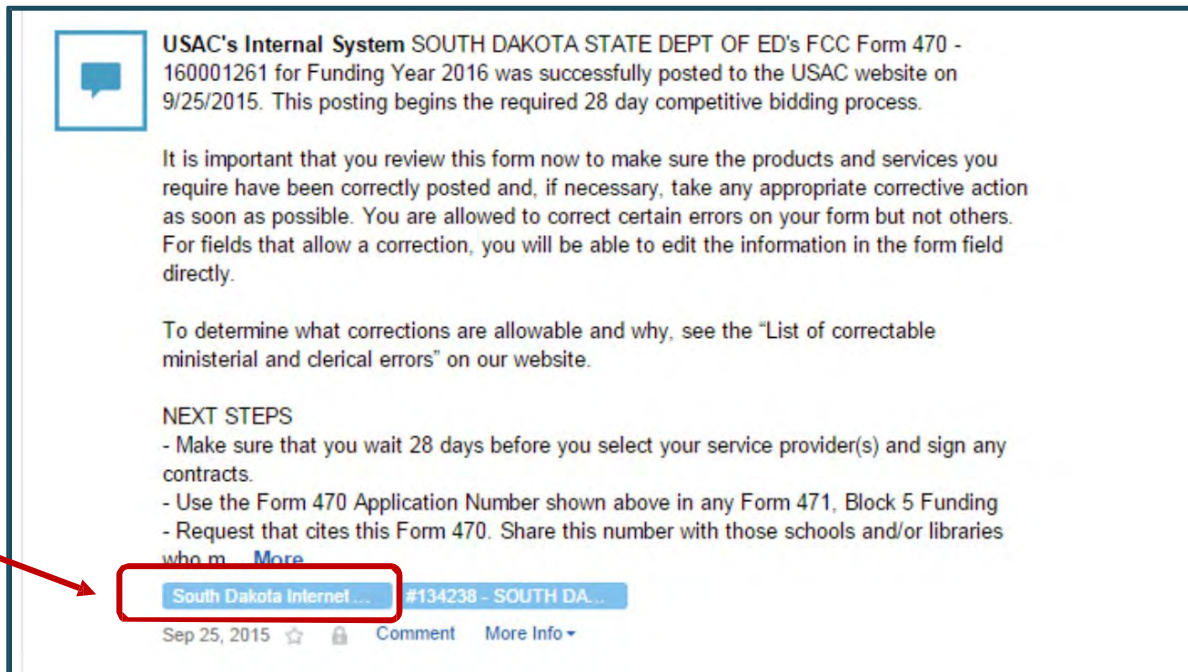
- Help prepare the Form 470.
- Help write or provide a RFP to Applicant.
- Be a contact person on Form 470.
- Be involved with bid evaluation in any way.
- Provide funding for the Applicant's non-discount portion or waive the Applicant's non-discount portion.
- Coerce or pressure the Applicant to use a specific Service Provider.
- Provide gifts to Applicants that violate the gift restrictions.


470 Demonstration in EPC

Form 470 Summary

470 Receipt Notification Letter is electronic and delivered in EPC in your News feed

Click on this icon to download 470




 **USAC's Internal System** SOUTH DAKOTA STATE DEPT OF ED's FCC Form 470 - 160001261 for Funding Year 2016 was successfully posted to the USAC website on 9/25/2015. This posting begins the required 28 day competitive bidding process.

It is important that you review this form now to make sure the products and services you require have been correctly posted and, if necessary, take any appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form but not others. For fields that allow a correction, you will be able to edit the information in the form field directly.

To determine what corrections are allowable and why, see the "List of correctable ministerial and clerical errors" on our website.

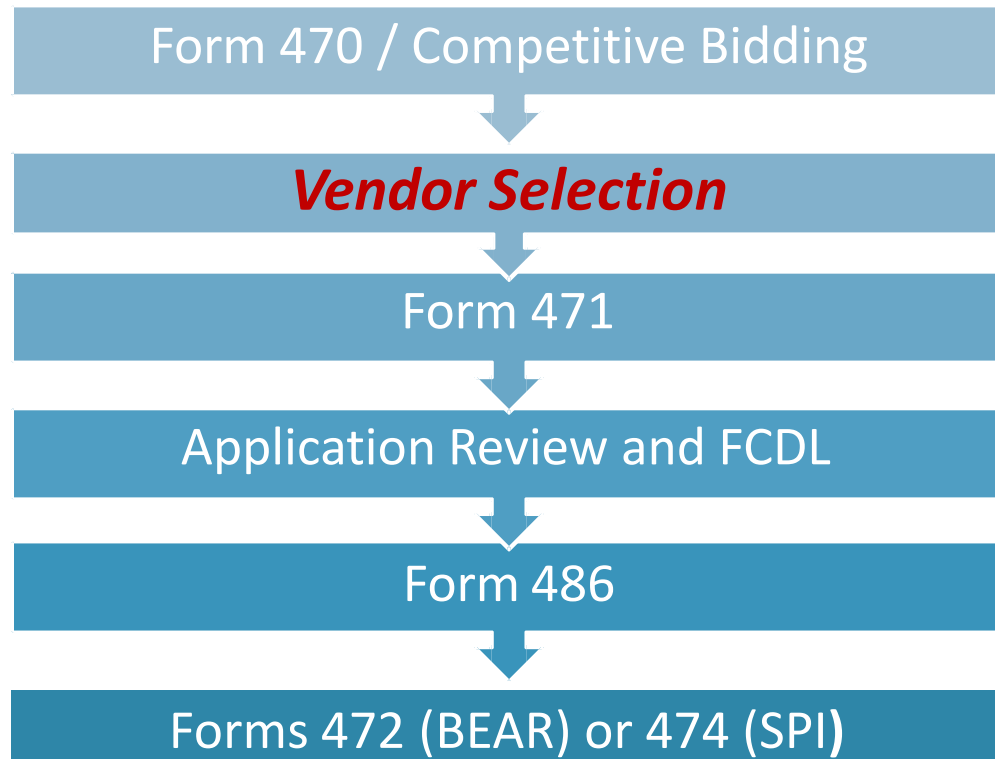
NEXT STEPS

- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.
- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding
- Request that cites this Form 470. Share this number with those schools and/or libraries who m... [More](#)

 South Dakota Internet ... #134238 - SOUTH DA...

Sep 25, 2015 ☆ 🔒 Comment More Info ▾

Step 2: Vendor Selection



Bid Evaluation

- After 470 is posted for at least 28 days, billed entity must review all bids received from all vendors for all services and equipment and may select vendors
- 4 Possible Scenarios
 1. No proposal received for a particular service listed on Form 470 that you already receive
 2. No proposal received for a new service or product
 3. 1 proposal received for a particular service/equipment
 4. More than 1 proposal received for the same service/equipment

No Bid Received

1. Existing Service

- You may continue to receive service from your existing vendor
- Document the vendor selection by creating a “No Bid” memo
 - See template in Tab 9
 - Necessary to ensure documentation is clear on your decision making process for selecting the vendor

2. New Service/New Equipment

- Contact one or more vendors and request proposal

3. Single Proposal Received

➤ Must ensure the proposal is cost-effective

Conduct independent price research online and save documentation

If price is reasonable/competitive, then prepare memo to the file explaining your decision making process

If prices are not reasonable, solicit proposal from another local vendor and conduct bid evaluation

4. Bid Evaluation When More than 1 Proposal Received

- Must create and complete formal bid evaluation matrix
- E-rate rules require the selection of the **most cost effective** vendor
- Cost-effective does not necessarily mean lowest price
- It means that the price of E-rate eligible services/equipment must be the most heavily weighted factor
- Examples of non-cost factors that may be considered
 - Vendor reputation and prior experience
 - Local presence
 - Technical soundness of proposed solution
 - Ineligible costs such as cost of training and purchase of any new equipment not eligible for E-rate funding that is needed to implement vendor's proposed solution

Vendor Selection Documentation

- Retain documentation of criteria used to select vendor
- Retain all winning and losing bids
- Retain bid evaluation matrix
- Retain all correspondence with all vendors (winning and losing)
- Independent research regarding prices

Bid Evaluation Matrix Example

Criteria	Max Points	Vendor 1	Vendor 2	Vendor 3
Price of Eligible Service/Products	40	15	40	30
Technical Solution	20	20	5	20
Vendor reputation/prior experience	10	10	0	10
Flexible Invoicing	10	0	10	10
Ineligible Costs - Training, Purchase of other ineligible equipment required for solution (lower costs receive more points)	20	20	0	20
Total	100	65	55	90

Notes

- **Price:** Vendor 2 was lowest cost, Vendor 3 was 2nd lowest cost and Vendor 1 was highest cost.
- **Technical Solution:** Vendors 1 and 3 quoted preferred manufacturer and received the maximum points. Vendor 2 offered a different manufacturer's solution that was not as robust, resulting in lower score.
- **Reputation/Prior Experience:** Vendor 2 received 0 points because applicant did not know the vendor and vendor did not provide K-12 references as required on Form 470. Vendors 1 and 3 were familiar to applicant and provided K12 references.
- **Flexible Invoicing:** Vendors 2 and 3 offered discounted billing but Vendor 1 did not.
- **Ineligible costs:** No costs incurred with Vendor 1 and 3 solution because applicant already has training. District would incur training costs to be able to use Vendor 2's proposed solution.

Contract Preparation and Signature

➤ Category 1 Services

- Check with vendor to see if they require a contract to be signed.

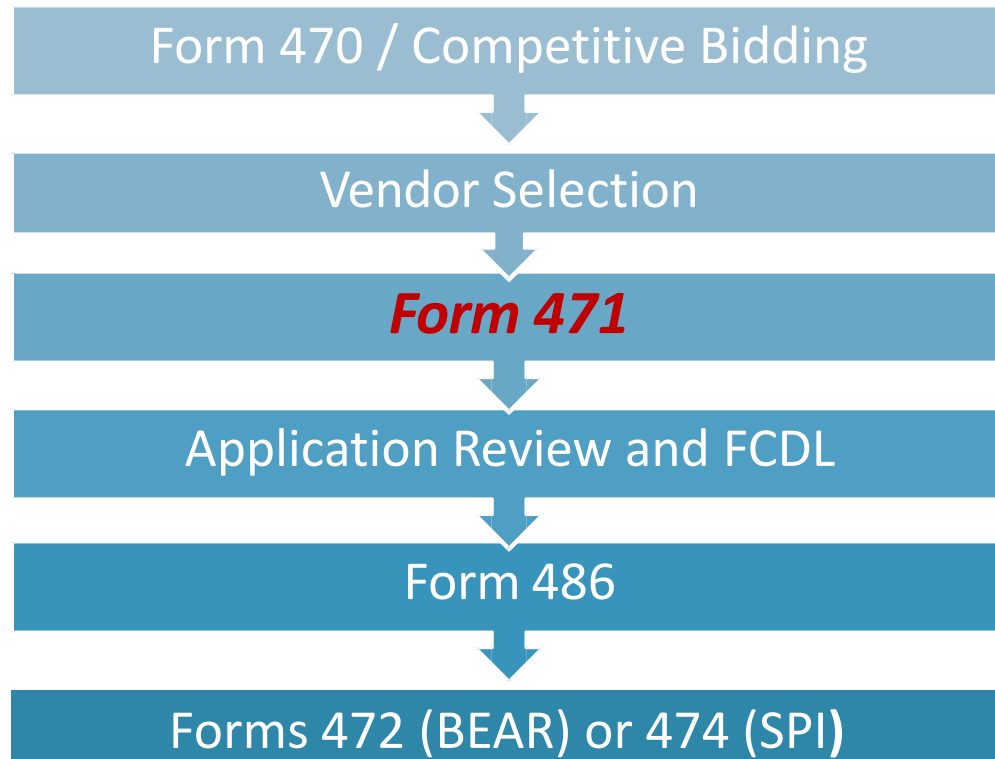
➤ Category 2 Services and Equipment

- All C2 services and equipment must have a signed contract.
- Contract must be signed after the 470 28-day waiting period and before finalizing Form 471.
- May be contingent on E-rate funding approval
- Must build in time for board approval of contracts (if required) prior to signing contract and submitting Form 471

Contract Preparation

- Include list of equipment/service/itemized costs/Vendor's SPIN
- C1 contracts should begin July 1 and end June 30, 20XX to coincide with E-rate funding year
- C2 contracts should begin April 1 and end September 30, 20XX to coincide with the C2 funding year allowable installation dates
- Include out-clauses if you can't pay without E-rate

Step 3: Filing the Form 471



Step 3: Filing the 471

➤ **Purpose of the Form 471**

- Formally requests E-rate funding commitments from USAC
- Itemizes services/equipment and associated costs
- Quantities discount calculation and amount of funding
- Filed by entity that actually pays the bills (the billed entity)

When and How Many to File

➤ When to file:

- Each year sometime in the fall, SLD announces the “window” period during which a Form 471 may be submitted – opening and closing dates
- The deadline is fluid from year to year
- Typically SLD prefers a deadline by late March in order to have time to process as many applications as possible prior to July 1 start of the funding year

➤ How many Form 471s to file?

- Separate applications required for C1 and C2
- May include multiple “funding requests” in the same category on same application or you may opt to file one 471 for each funding request
- Off-line templates are supposed to be available to pre-populate upload to 471

EPC Information Updates Before Starting 471

- **Managing Organization Relationships – link the billed entity to a consultant and/or a consortium**
- **Confirm all “child” entities of the “parent” billed entity are linked in EPC**
- **Contracts - enter information for contracted services**

Filing Form 471

- A separate webinar will be scheduled to review Form 471.

CIPA Requirements

Any library receiving either Internal connections or Internet access funding must:

- Filter all Internet access
- Have an Internet Safety Policy that addresses required elements
- Consortium members submit Form 479 to consortium leader certifying compliance in order for consortium lead to submit Form 486

CIPA Documentation

- Notice of public hearing or public meeting (such as library board meeting) where CIPA policy was considered
 - Agenda for meeting – show opportunity for public input/comment before adoption of CIPA policy
 - Other documentation for opportunity for public comment
- Filtering records, purchase order
- Sample policy available upon request



Questions