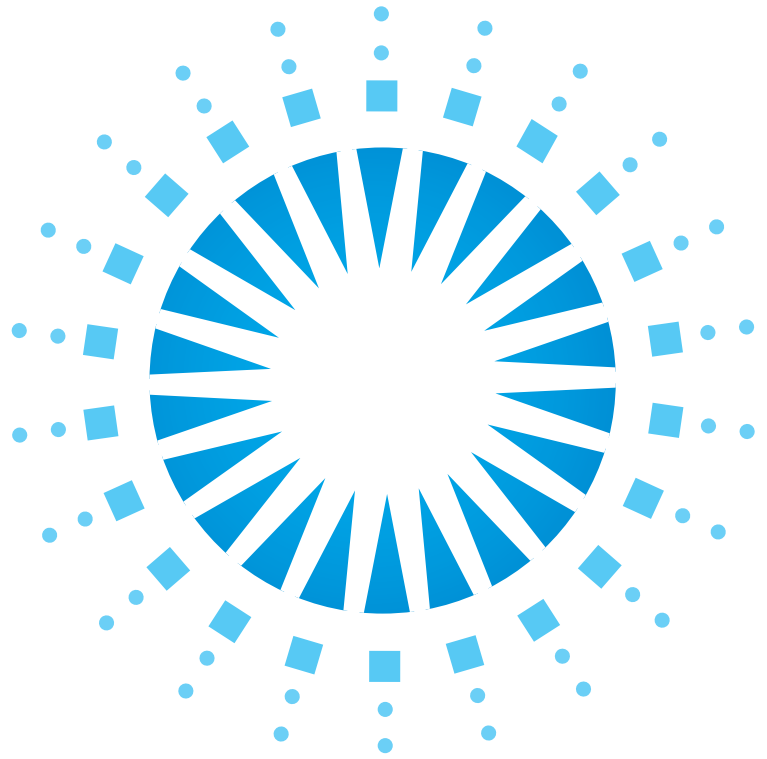


# Northeast Ohio Regional Library System

School | Public | Academic | Special  
*Maximizing Library Potential Together*



## E-RATE CONSULTING



1737 Georgetown Rd., Suite B | Hudson, OH 44236 | (330) 655-0531 | [www.neo-rls.org](http://www.neo-rls.org)

- **Are you interested in maximizing your E-Rate reimbursements?**
- **Would you like to free up staff time for other projects?**
- **Are you tired of rushing to process E-Rate forms so you don't miss the cutoff dates?**

Let us navigate E-Rate forms and deadlines for you while you maximize your refund!

The Universal Service Schools and Libraries Program, commonly referred to as E-Rate, helps ensure that schools and libraries can obtain high-speed Internet access at affordable rates by providing reimbursements (called discounts) for eligible services. The level of discount ranges from 20% to 90% and is calculated based on the percentage of students eligible for the USDA's National School Lunch Program (NSLP). The application process includes at least four forms and various deadlines. There have been comprehensive changes to the program over the last few years, including heightened rules and regulations.



- We work with your library and are available to answer your questions concerning the program and/or the services for which reimbursements are being sought.
- Training is essential to providing this service to our members. Staff is trained annually on all aspects of compliance and forms processing.

## E-Rate Consulting Cost

We are currently able to provide this service to our Gold, Silver and Bronze Members for Category 1 applications. The cost is greater of 20% of your refund or \$500. If requested, we can provide an estimate.

We are not currently offering services for Category 2 reimbursements but may have these services available in the future. If you have interest in Category 2 reimbursements please contact us so we can assess your situation and see if we could assist you with your needs. We would also like to gauge interest to see if it would be advantageous for us to receive further training in this area.

Please contact Debbie Blair at [deb.blair@neo-rls.org](mailto:deb.blair@neo-rls.org) or 330-655-0531 x 102 for more information.

# The Northeast Ohio Regional Library System will partner with your library to manage and monitor the application process for you.

## Eligible Services

Internet and Data Transmission Services are eligible for reimbursements but phone services no longer receive funding.

## Data Transmission Service and Internet Access

- Asynchronous Transfer Mode (ATM)
- Broadband over Power Lines
- Cable Modem
- Digital Subscriber Line (DSL)
- DS-1 (T-1), DS-3 (T-3), and Fractional T-1 or T-3
- Ethernet
- Integrated Services Digital Network (ISDN)
- Leased Lit Fiber
- Leased Dark Fiber (including dark fiber indefeasible rights (IRUs) for a set term)
- Self-Provisional Broadband Networks
- Frame Relay
- Multi-Protocol Label Switching (MPLS)
- OC-1, OC-3, OC-12, OC-n
- Satellite Service
- Switched Multimegabit Data Service
- Telephone dial-up
- Wireless services (e.g., microwave)

## E-Rate Schedule

### Fall

- Review Current Eligible Services List and program rules and assess your needs
- Assessment worksheet is filled out by your staff including connectivity questions
- Form 470 is filed to request bids for E-Rate eligible services
- EPC profiles updated including entity changes

### Winter

- Evaluate bid responses and retain all related correspondences
- Present bid-matrix and all proposals
- File Form 471 (application for discounts and services)

### Spring

- Respond to PIA questions and provide any additional documentation
- Contract with new providers if needed and arrange to begin service on July 1
- File Form 471 (application for discounts and services)

### Summer

- July 1 is the start of the funding year
- Form 486 (Receipt of Service Confirmation) will be filed to confirm the start of your services
- File Form 472 (BEAR) for reimbursements OR your service provider's file form 474 (SPI for vendors) and you receive discounted invoices

# NEO-RLS Consulting Staff

**Debbie Blair** has an accounting certificate and has been the Fiscal Officer at NEO-RLS since 2010. Her career in accounting spans 27 years and includes corporate, non-profit and governmental accounting experience. She has been working with boards and budgeting for over fourteen years and has been assisting libraries with E-Rate filing for the past six years.

Let NEO-RLS take the worry and hassle from the E-Rate process!



## Libraries that have used NEO-RLS for E-Rate Consulting

Massillon  
Public Library

Portage County  
District Library

Portage Library  
Consortium

Reed Memorial  
Library

Tuscarawas County  
Public Library