San Leandro Unified School District
Information Technology

To: Board of Education

From: Larry Simon, Chief Technology Officer

Date: August 2, 2021

Re: Additional Compliance Services between the San Leandro Unified School District and CSM, INC. (E-rate consultant) related to ECF funding for the 2021-22 school year

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The federal government has approved additional emergency funding to provide internet connectivity and connected to off-campus locations for students via the Emergency Connectivity Fund (ECF). This proposal is to provide additional compliance and application services to assist the district in applying for this funding.

Staff has obtained pricing - see attached.

The Technology Department is requesting the following amounts:

E-Rate additional services contract	$15,000.00
Total Amount Requested	**$15,000.00**

Funding Source: General Fund

ADDITIONAL COMPLIANCE SERVICES - FCC EMERGENCY CONNECTIVITY FUND PROGRAM - $7.17 BILLION

This request for Additional Compliance Services is pursuant to the existing Contract for E-Rate Compliance Services CSM Consulting, Inc. ("Consultant") and **San Leandro Unified School District** ("District").

WHEREAS, the Federal Communications Commission ("FCC") has established the Emergency Connectivity Fund Program ("ECF"), to help schools and libraries by funding connected devices and broadband connections for students, school staff, and library patrons, who would otherwise lack sufficient access to fully engage in remote learning and virtual library services, during the COVID-19 pandemic.

The District desires that the Consultant utilize the established filing and reporting guidelines to assist the District in creating the required forms and applications to be reimbursed for eligible costs as outlined in the FCC Report and Order FCC 21-58 related to the ECF.

The Consultant shall provide to District completed forms and processes related to all ECF applicable applications (excluding applications for non-commercially available broadband service) of the Federal Communications Commission ECF Program. Additional Compliance Services provided to include the following:

Assist and coordinate the preparation and filing of FCC ECF forms.
Assist and coordinate the preparation and filing of:

- Item 21 (or applicable) Attachments
- Invoicing and Reimbursement forms and documentation
- Service Provider Identification Number (SPIN) Change Requests (if applicable)
- Service Substitution Requests
- ECF Program Certifications
- Program Integrity Assurance (if applicable)
- Payment Quality Assurance requests (if applicable)

Act as District's main point of contact with the Universal Service Administrative Company, the FCC, and any other governmental agency or service provider that is necessary to assist the District participate in the ECF.

Assist District on ECF Program compliance including updates on rule or regulatory changes.

The District will provide the Consultant with appropriate supporting documentation in a timely manner in order to ensure that established FCC timelines may be met.

The cost for services rendered regarding the ECF Program application process, as referred to above, will be invoiced and due to the Consultant as follows:

An annual amount equal to **5%** of ECF Program applications submitted during the Term of this Agreement, not to exceed a total amount of **$15,000**.

Invoices for the service will be provided to the District upon notification of funding decision.

If applicable, the parties reaffirm no other terms or conditions of the above-mentioned original contract not hereby otherwise modified or amended shall be negated or changed as a result of these Additional Services.

If the District would like us to proceed with this service, please sign and return this acceptance letter and return to us at your earliest convenience. Please feel free to email a signed copy to our Contracts Department at contracts@csmcentral.com.

Sincerely,



David Cichella

Please sign and date below if the District chooses to engage CSM to provide the additional compliance services listed above:

_____ _____

District Representative Signature Date

Print Name Here: _____

AUTHORITY TO COMMUNICATE – Letter of Agency (LOA)

This ATC/LOA (Agreement) entered into on this _____day of _____, 2021 by and between **CSM Consulting, Inc.**, *Consultant Registration Number 16043564*, a California Corporation ("Consultant") and **San Leandro Unified School District**, a local education agency ("District"). Consultant's authority to communicate shall remain in effect through June 30, 2024.

Consultant and District determines it is necessary to prepare documentation, forms and applications regarding the Federal Communications Commission ("FCC") Emergency Connectivity Fund Program ("ECF").

District grants to Consultant the authority to investigate and communicate, in any form, with any telecommunication company, service provider, the FCC or the Schools and Libraries Division with regard to the ECF Program on District's behalf. Consultant acknowledges that nothing contained herein shall constitute a principal and agent relationship or be construed to evidence the intention of the District to constitute such. The District represents and warrants that the officer executing this Agreement has been duly authorized.

When executed, this agreement is authorization for all employees of Consultant to communicate on behalf of the District in performance of the duties outlined herein.

San Leandro Unified School District

Name: _____

Print Name: _____

Title: _____

ELIGIBILITY

Eligible Entities

- Schools and Libraries eligible to participate in the E-rate program are eligible to participate in the ECF program
- The only addition to entity eligibility for ECF is for tribal libraries

Eligible Services

- Wireline or Fixed Wireless Internet connection at home for students or staff (limited to one per household)
  - Multi-family dwellings like apartments are limited to one to each family, not one per building
- Wireless Broadband Internet (Wi-Fi Hotspots)
  - One per student, staff, or library patron for which an unmet need has been determined
- Wi-Fi on School Buses or Bookmobiles

Eligible Equipment

- Wireless Hotspots (up to $250 per device)
  - *Hotspots that connect to an existing private LTE or similar network may also be eligible*
- Modems, routers, and combined modems/ routers for remote sites in a wireline or fixed wireless solution
- A satellite dish with an associated satellite data service is eligible for ECF funding
- Laptops, chrome books, and tablets (up to $400 per device)
  - Connected devices are limited to 1 per eligible person
- NOTE: Devices which support disabled individuals may be reimbursed at a higher level, but District or Library must substantiate that specific need - *requires a waiver*
- Equipment expected to be in use for three years

NOT Eligible

- Desktop Computers
- Cell phones
- Smart Phones
- Microphones
- Video Conferencing equipment
- "Spare" or unused devices
- Cybersecurity
- Primarily On-Campus Learning
- Standalone software and/or licensing
- CIPA Compliant Filtering
- Virtual Private Networks / VPN
- Unbundled warranties

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