



# Get Your Kicks with E-rate Funding Year 2026

Lauren Abner

Kentucky Dept. for Libraries & Archives

12.02.2025

# Agenda

---

**Disclaimers**

---

**What's E-rate?**

---

**Recent Changes to E-rate**

---

**Library Eligibility**

---

**E-rate Eligible Services**

---

**Category Two Budgets**

---

**Application Cycle**

---

**E-rate Productivity Center**

---

**Checklist for FY 2026**

---

**Wrap-Up**

---

# Agencies to Know

## Federal Communications Commission



## Universal Service Administrative Company



Universal Service  
Administrative Co.

# Disclaimers

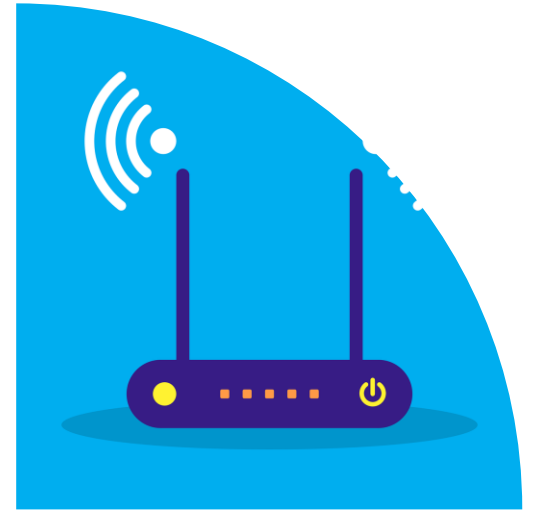
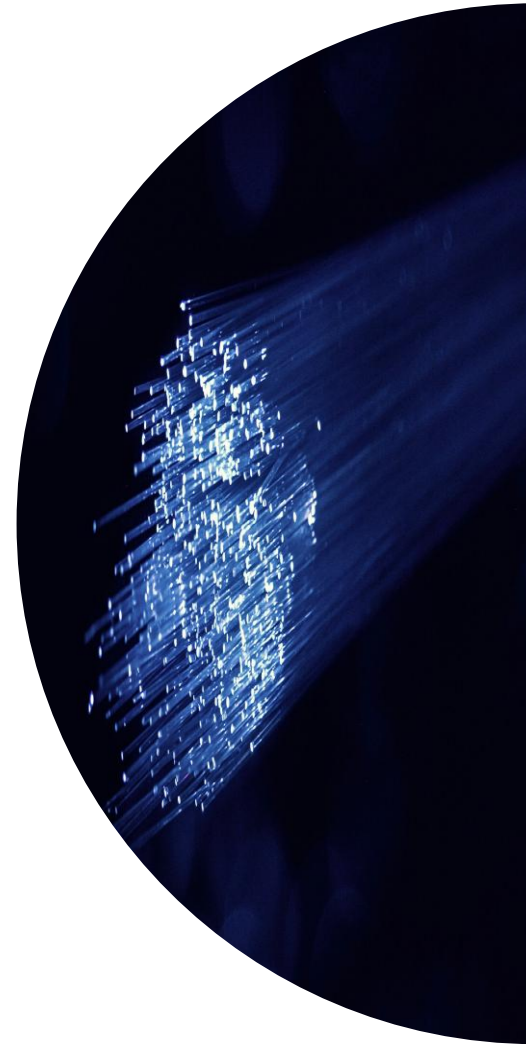


This presentation is my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the FCC and USAC.



USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge at the time of the presentation.

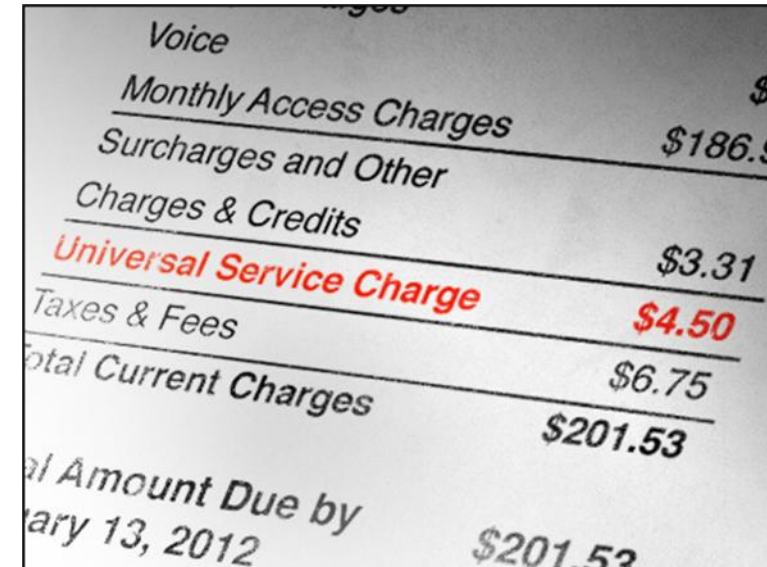
# What Is E-rate?



# E-rate Basics

## E-rate = Education rate for Schools & Libraries

- 20-90% discounts on eligible products and services to make telecommunications more affordable
- One of four FCC 'universal service' programs designed to provide comparable levels of connectivity to eligible groups, regardless of where they are located.
- Core principles: competitive bidding and cost-effectiveness



Voice	
Monthly Access Charges	\$186.9
Surcharges and Other	
Charges & Credits	\$3.31
<b>Universal Service Charge</b>	<b>\$4.50</b>
Taxes & Fees	\$6.75
Total Current Charges	\$201.53
Total Amount Due by	\$201.53
January 13, 2012	

*E-rate is funded by fees applied to telecommunications invoices, not a tax appropriation.*

# Kentucky Libraries Are Extraordinary at E-rate

- In 2025, a record 107 Kentucky public libraries applied for E-rate discounts.
- Total funding commitment for 2025: over \$1.7 million
- Since 1998, Kentucky libraries have received over \$29 million in disbursements from the E-rate program.
- Most Kentucky libraries receive 80-90% discounts










Mercer County Public Library



# E-rate Funding Years

<https://kdla.ky.gov/Library-Support/Library-Programs/E-rate/Pages/Funding-Years.aspx>

<b>KY Library Support:</b> <a href="mailto:Lauren.Abner@ky.gov">Lauren.Abner@ky.gov</a> or (502) 564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (SPI/BEAR) 	Service Dates for Category Two Purchase & Installation 	Invoicing Deadline (SPI/BEAR) 
<b>Funding Year 2025</b>	Closed competitive bidding deadline	Closed application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2025 to June 30, 2026	October 28, 2026	April 1, 2025 to Sept. 30, 2026	January 28, 2027
<b>Funding Year 2026</b>	July 1, 2025 to Late Feb 2026 competitive bidding deadline	Mid-January to Late March 2026 application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2026 to June 30, 2027	October 28, 2027	April 1, 2026 to Sept. 30, 2027	January 28, 2028
<b>Funding Year 2027</b>	July 1, 2026 to Late Feb 2027 competitive bidding deadline	Mid-January to Late March 2027 application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2027 to June 30, 2028	October 28, 2028	April 1, 2027 to Sept. 30, 2028	January 28, 2029
<b>Notes</b>	Most applicants open at least one 28 calendar day competitive bidding process each year.	<b>All applicants must file the Form 471 every year to receive a funding commitment.</b>	<b>All applicants</b> file the Form 486 to release funding for invoicing. FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as networking equipment	May request one 120-day extension by the deadline



A scenic landscape photograph featuring a bright sun low on the horizon, casting a warm orange glow across the sky and silhouetting the mountains. The foreground shows dark, rolling hills with some low-lying vegetation. The text "Recent Changes to E-rate" is overlaid in white, sans-serif font in the lower-left quadrant.

# Recent Changes to E-rate



# Hotspot News

- On September 30, 2025, the FCC voted to eliminate E-rate discounts for off-premises hotspot lending from the E-rate program. Kentucky libraries therefore lost \$138,000 in Funding Year 2025 requested funds for 23 libraries. The FCC also eliminated discounts for school bus Wi-Fi.
- **BOOKMOBILE HOTSPOT DISCOUNTS ARE STILL AVAILABLE—NO CHANGES TO ELIGIBILITY.** Bookmobiles are considered ‘on-premises’ for E-rate purposes.





# Library Eligibility

---

LSTA/E-RATE ELIGIBILITY

# Who Is Eligible for E-rate?

- **Libraries must qualify for support from the Library Services and Technology Act (LSTA) as defined by the state library agency and must have funding as an independent entity.**
  - Most school libraries and academic libraries aren't eligible for E-rate because their budgets aren't independent from the school/university
- **For Kentucky public libraries, the eligibility criteria are set by KDLA. See KDLA's Federal Funding page:**

<https://kdla.ky.gov/Library-Support/funding/Pages/Federal-Grants.aspx>

# Kiosk/Mini-Branch/Satellite Locations

- In recent years, Kentucky public libraries have experimented with kiosks (or mini-branches) to extend services to underserved areas of their county. Several libraries have received E-rate funding for internet access and networking equipment or cabling to provide broadband internet at these locations.
- Bath – Salt Lick Branch
- [Bourbon](#) – Millersburg mini-branch (*pictured at right*)
- [Jessamine](#) – JCPL+ in Wilmore
- Marion – [Loretto Branch](#)
- Monroe – [Fountain Run Mini-Branch](#)
- Trimble – [Milton](#) & [Park Branch](#) in Bedford
- [Warren](#) – 4 public access satellites, 3 for targeted groups





# When CIPA Is Required



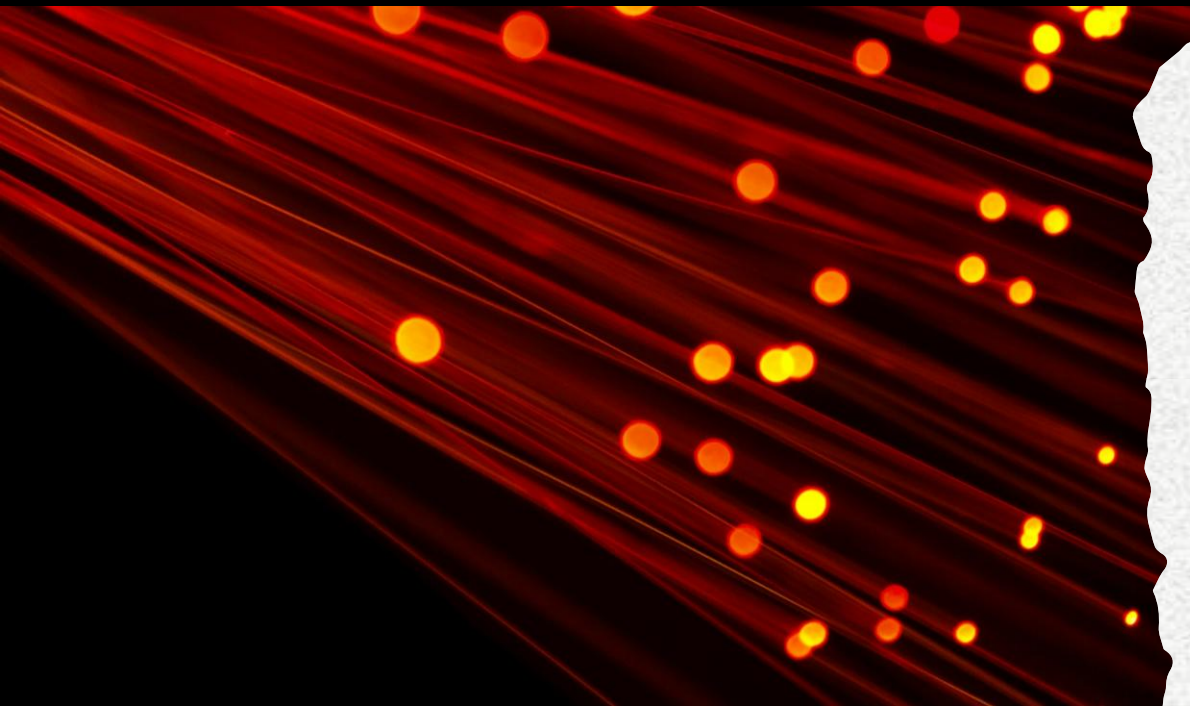
- Federal law requires recipients of E-rate funding to filter their internet access in compliance with the **Children's Internet Protection Act (CIPA)** when receiving support for:
  - **Internet Access**
  - **Any Category Two funding**
- **Exception:** If the E-rate funds are solely for telecommunications (transport only), then CIPA compliance is not required.

For more information on CIPA, see:

<https://www.usac.org/e-rate/applicant-process/starting-services/cipa/>



# E-rate Eligible Services





# Eligible Services List

The draft E-rate Eligible Services List can be downloaded from the USAC website:

<https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>



Eligible services are separated into two broad Categories:

**Category One:**  
**Connectivity to the**  
**Building**

**Category Two:**  
**Connectivity to the**  
**Device**

# Category One

## Data Transmission Services & Internet Access

**Recurring service  
dates for FY 2026:  
July 1, 2026 to  
June 30, 2027**

- **Monthly Internet service for branch buildings**, including installation – lines/circuits can be fiber or non-fiber (cable, DSL, satellite, etc.)
  - **Fees for static IP addresses** are eligible as part of your library's internet access
  - **Fees for “basic termination equipment, such as a cable modem, CSU/DSU, network interface device, or copper-to-fiber converter”** may be eligible as part of your library's internet access.
- **Leased data lines** (T1, lit fiber, dark fiber, etc.)
- **Cellular data (hotspot service)** for bookmobile
- **Self-provisioned broadband networks** (owned/operated by applicant)
- **Network Equipment required to make data transmission and/or internet access functional** (ex: modulating electronics)

# Category Two

**FY 2026 Early Installation:**

**April 1, 2026**

**FY 2026 Late Installation:**

**September 30, 2027**

**\*\*Some restrictions apply depending on usage, ineligible security components, etc.**

**†** For a router leased from the internet service provider, your library may need to bid for Category Two Internal Connections for Function: Router. See 'Q9 of [FAQs: Eligible Fiber Services](#)

## Internal Connections (IC)

- **Cabling/Data Wiring** (bulk cable, drops, patch cables, cabling installation/removal)
- **Switches** (hardware, licenses, transceivers, other modules)
- **Routers†** (hardware\*\*, licenses\*\*, transceivers, other modules)
- **Wireless Access points** (hardware, licenses)
- **Wireless controller systems**
- **Firewalls** (hardware, licenses\*\*)
- **UPS** (Uninterruptible Power Supply/battery backup)\*\*
- **Racks\*\***
- **Caching services or equipment**
- **Antennas, connectors, & related components**
- **Software supporting components on the list used to distribute broadband through the library**

# Category Two

## Basic Maintenance of Internal Connections (BMIC)

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

## Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi, managed firewall)

Funds for Learning has a good explanation of [Basic Maintenance of Internal Connections \(BMIC\)](#).

# Miscellaneous (Cat 1 or 2)

## Some taxes, surcharges, and other similar, reasonable charges

- Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
- USF fees on internet invoices - “customer charges for universal service fees, but do not include additional charges for universal service administration”
- Kentucky taxes

## Rental or lease fees for eligible components

## Shipping

## Training – only for new equipment purchased with Cat2 funds

## Installation and configuration

- May be performed by a 3<sup>rd</sup> party rather than the vendor who sold the equipment

A close-up photograph of a Canon MP2000S calculator. The calculator is white with a black display screen and a black keypad. The keypad includes a numeric keypad (0-9), a decimal point, and various function buttons such as 'COST', 'SELL', 'TAX+', 'TAX-', 'GT', 'M+', 'M-', 'M\*', and 'M÷'. The calculator is positioned on the left side of the frame, with a blurred background. The text 'Category Two Budgets' is overlaid on the right side of the image.

# Category Two Budgets

# C2 budgets for FY 2026

## Category Two Budgets

- **The Category Two budget is the maximum eligible pre-discount cost on which your library's E-rate discount is applied.** Budgets are calculated for a fixed 5-year period. Current period: FY 2026-2030.
- **Budget multiplier for all libraries: \$5.43/sq. ft. with a funding floor of \$30,175 pre-discount for small libraries**
- Budgets are calculated at the system level rather than the branch level.
- **Public service locations, including bookmobiles, contribute to the Category Two budget.** Administrative-only branches can receive *only* Category One support.



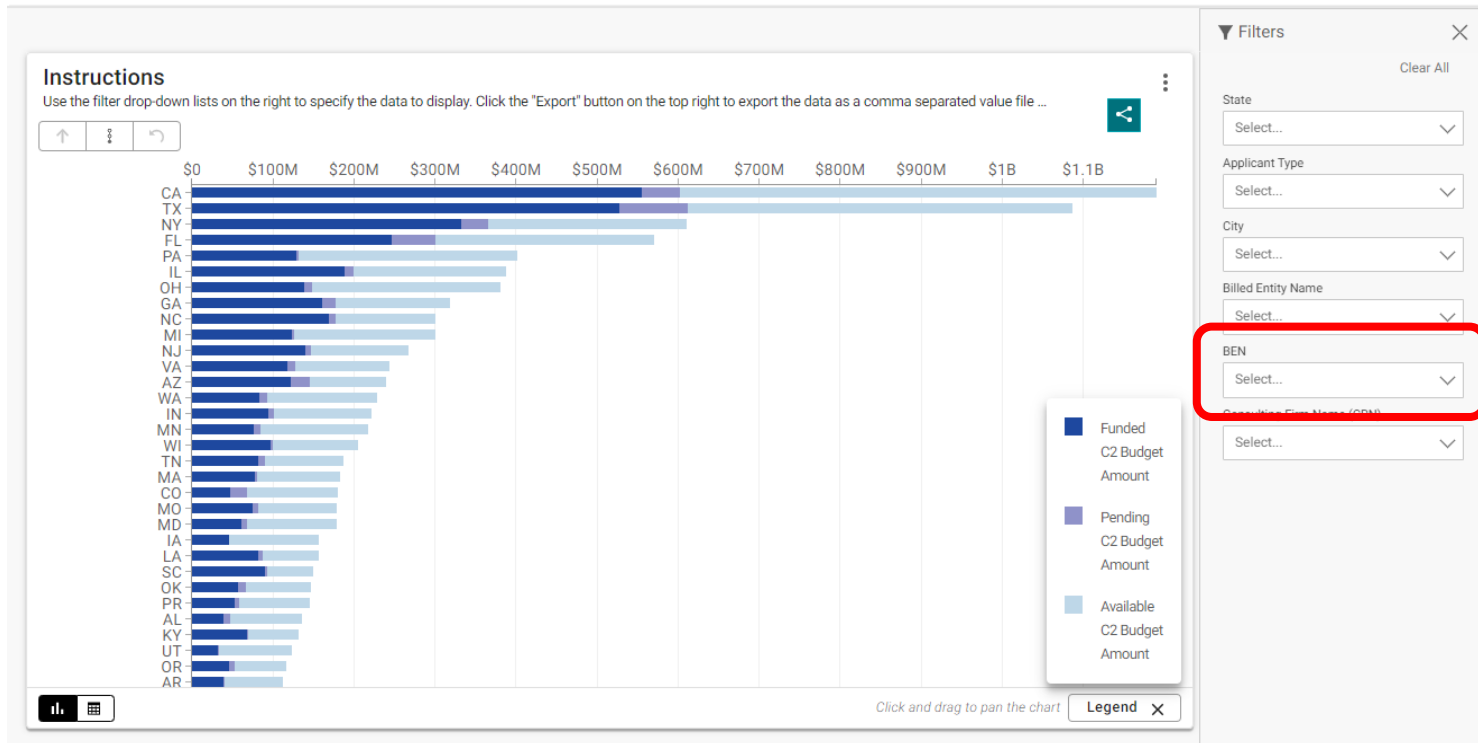
# E-rate C2 Budget Tool FY2021+

E-Rate C2 Budget Tool FY2021+

Export

E-Rate

More Info ▾



The E-rate C2 Budget Tool FY 2021+ is available from the USAC Tools page: <https://opendata.usac.org/E-Rate/E-Rate-C2-Budget-Tool-FY2021-/8z69-hkn7>.

Use the BEN filter to see and export the results specific to your library system. The tool automatically uses the C2 budget algorithm that results in the most funding for your organization.

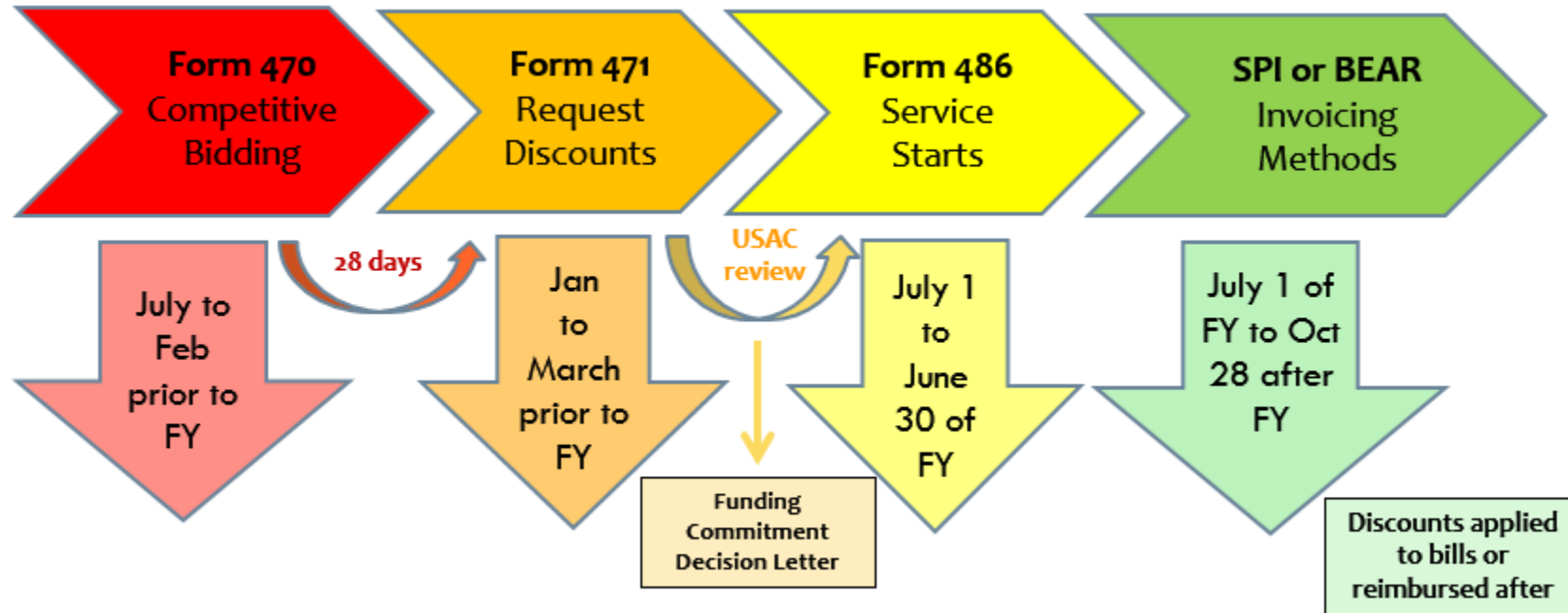
# Updating EPC Profiles

- The Funding Year 2026 administrative window for updating entity profiles in the [E-rate Productivity Center](#) will remain open until shortly before the Form 471 filing window begins in mid-January
  - Update addresses
  - Add annex locations associated with a branch
  - Request entity numbers for new branches
- All budgeted entities for Category Two should have certain profile information in order for USAC to calculate discounts:
  - Libraries: square footage, including for eligible bookmobiles and kiosks

# Application Cycle



# E-rate Cycle



- The deadline to start competitive bidding (Form 470) for Funding Year 2026 will likely be February 26<sup>th</sup> (projected).
- The deadline for filing FY 2026 applications (Form 471) will likely be March 26<sup>th</sup> (projected).

# Form 470 – Competitive Bidding



- On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least **28 calendar days** to respond with bids.
  - All vendors must be treated equally – **fair & open bidding**
  - Cost must be the primary factor in choosing vendor
    - Create a bid evaluation form if you receive multiple bids
  - Keep records of the bid review process, decisions and actions taken
- Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

## Commercially Available Business-class Internet Option (CABIO)

A Form 470 for Internet service is not necessary if **ALL** these conditions are met:

- Bandwidth is ***at least* 100 Mbps download** and **10 Mbps upload**
- Pre-discount cost is **less than \$3,600 annually** (\$300/month) for each branch, including installation or other eligible fees
- Service and price are **commercially available to other business or government customers** in your area

## Category Two Bidding Exemption

- **Libraries can skip the Form 470 for competitive bidding for Category Two services if \$3,600 or less per year is requested for each eligible location.**
- **Purchase must still be cost-effective**
- **Includes all 3 Service Types for Category Two**
  - Internal Connections
  - Basic Maintenance of Internal Connections
  - Managed Internal Broadband Services



# Form 471 – Request Discounts



- **The Form 471 = the E-rate application filed EVERY YEAR**
- On the Form 471, applicants report which products and services they have chosen through competitive bidding –
  - If contracts or legally binding agreements are required, they must be fully executed (signed & countersigned, if applicable) *before* filing a Form 471
  - Include information about the service provider and costs
  - Include discount calculation and request for a specific amount of funds

# Application Review

- **USAC reviewers may ask applicants for additional documentation to verify eligibility of services.**
  - Will help you make allowable corrections to your Form 471
- **Funding commitments are released in waves as applications are reviewed.**
  - Funding Commitment Decision Letters for each Form 471 indicate which funding requests were approved and the amount of funding committed.
  - Applicants receive FCDLs by email and can download them from the [E-rate Productivity Center](#).

# Form 486 – Service Starts



- Indicates the earliest date in the funding year when services started (or will start).
- Includes certifications regarding compliance with the Children's Internet Protection Act.
- Must be filed before funding is released for E-rate invoicing

# SPI or BEAR – Invoicing Methods



## Service Provider Invoicing (SPI)

- Service provider automatically applies the discount rate to each bill
- Less paperwork for you, but not all service providers will offer this (even if they're supposed to)

## Billed Entity Applicant Reimbursement (BEAR)

- Applicant pays the full cost upfront and files the BEAR to be reimbursed via direct deposit
- More work on your part, but more control over timing of reimbursement

# E-rate Productivity Center

## My Applicant Landing Page



Training

**Universal Service  
Administrative Co.**

Welcome, Pioneer County Public Library System!

### Pending Inquiries

Type

-- Select a Type --



Funding Year

-- Select a Funding Year --



[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](#)

Application/Request

-- Enter an Application/Request ID or Nickname --

# E-rate Productivity Center

- Application portal for filing almost all E-rate forms
- E-P-C or 'epic' for short.
- Link: <https://forms.universalservice.org/portal/login>
  - On the USAC One Portal Dashboard, select the paragraph of text for the 'E-rate Productivity Center (EPC)'
- Libraries can have several users with various permission levels to view, create, and/or certify specific forms. The account admin for the library creates accounts for additional library staff.
- Update your library's profile – contact info, square footage, etc.

# EPC Account Admin

- Pick a library staff member to act as Administrator for the account – usually the person with primary responsibility for preparing E-rate forms. The account admin can create/deactivate other users, if needed.
- Information you'll need:
  - Administrator's First and Last Name
  - Administrator's Title
  - Administrator's email address (this will become login ID for the account)
  - Library's physical address (can add mailing address, too)
  - Library's Billed Entity Number
- Contact USAC Customer Support Center
  - Call 1-888-203-8100 for assistance



# Create a New User (1/3)

## My Applicant Landing Page



Training

Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDB Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Pioneer County Public Library System!](#)

**Pending Inquiry**

Type  
Funding Year

From My Applicant Landing Page, the library's EPC Account Administrator can click on Manage Users to access options for adding & removing users or changing their permissions.

Enter ID or Nickname

CLEAR FILTERS

# Create a New User (2/3)

## Manage Users

### Existing Organizations

<input checked="" type="checkbox"/>	Organization ID	City	State
<input checked="" type="checkbox"/>	Pioneer County Public Library System	Boonesburg	KY

Cancel

Create a New User

Add and Remove Existing Users

Manage User Permissions

Select  
your  
library

Click to Create a  
New User

# Create a New User (3/3)

## Create A User for Pioneer County Public Library System

### User Details

User Type

Applicant

First Name \*

Stevie

Last Name \*

King

Middle Initial

Job Title \*

IT Author

Phone Number \*

555-555-5555

Phone Extension

Enter  
Contact  
Info

### Email

Email \*

stevie.king@pioneercolib.org

Confirm Email \*

stevie.king@pioneercolib.org

stevie.king@pioneercolib.org will be used as the username for the new account

### Address

Address Line 1 \*

100 Main Street

Address Line 2

City \*

Derry

State \*

KY

County

Pioneer

Zip Code \*

41700

Zip Code Extension

Library's  
Address  
Will Autofill

### User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
Full	Full	Full	Full	School or Library Official	Full	Full	Full

CANCEL

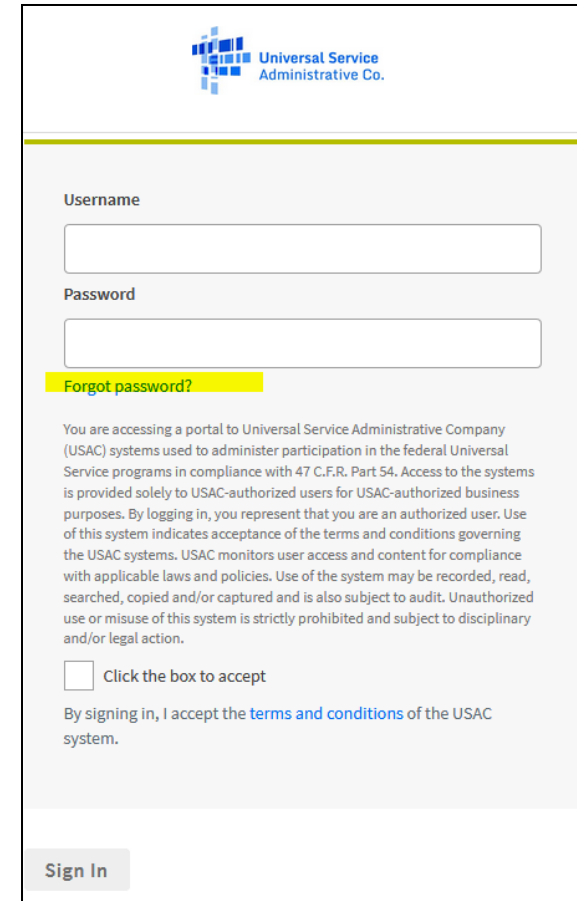
CONTINUE

After you click on the blue Continue button, you'll review the information before submitting the request. The new user will receive an email invitation.

Assign  
Permission  
Levels for forms

# Logging in for the 1<sup>st</sup> Time

- The email invitation will direct you to the E-rate Productivity Center:  
<https://forms.universalservice.org/portal/>
- Click on Continue
- Choose the 'Forgot password?' link and enter your email address as the username.
- Accept the Terms & Conditions
- Problems? Call the USAC Customer Support Center at 1-888-203-8100



The screenshot shows the login page for the Universal Service Administrative Co. (USAC). At the top, there is a logo with the text "Universal Service Administrative Co." Below the logo, there are two input fields: "Username" and "Password". Below the "Password" field, there is a yellow button labeled "Forgot password?". Below this, there is a paragraph of text explaining the portal's purpose and terms of use. At the bottom, there is a checkbox labeled "Click the box to accept" and a "Sign In" button.

Universal Service Administrative Co.

Username

Password

Forgot password?

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be 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.

☐ Click the box to accept

By signing in, I accept the [terms](#) and [conditions](#) of the USAC system.

Sign In

# My Applicant Landing Page (1/2)

The screenshot shows the 'My Applicant Landing Page' interface. At the top is a blue navigation bar with links: News, **Tasks (1)**, Records, Reports, and Actions. On the right of the bar is a user profile icon labeled 'LA' and the 'appian' logo. A callout box points to 'Tasks (1)' with the text 'Continue in-process forms'. Another callout box points to the user profile icon with the text 'Access user profile; log out of portal'. Below the navigation bar, the page title 'My Applicant Landing Page' is displayed. To the left is the 'Universal Service Administrative Co.' logo and the text 'Training' and 'Welcome, Pioneer County Public Library System!'. A callout box points to the welcome message with the text 'Access the system profile'. To the right is a list of links: 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, EPC E-Rate, Invoicing, USAC Website, Contact Us, and Help. A callout box points to this list with the text 'Start new forms; use 'Contact Us' to open a customer service case.' Below the links are two dropdown menus: 'Application/Request' and 'Funding Year'. At the bottom is the USAC logo and the text 'Universal Service Administrative Co.'. A callout box points to this logo with the text 'From other pages, USAC logo returns you to My Applicant Landing Page'. On the right side of the page are two buttons: 'APPLY FILTERS' and 'CLEAR FILTERS'.

Continue in-process forms

Access user profile; log out of portal

News **Tasks (1)** Records Reports Actions

My Applicant Landing Page

Training  
Universal Service Administrative Co.

Welcome, Pioneer County Public Library System!

Pending Inquiries

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 | EPC E-Rate Invoicing | USAC Website | Contact Us | Help

Start new forms; use 'Contact Us' to open a customer service case.

Access the system profile

Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

Universal Service Administrative Co.

From other pages, USAC logo returns you to My Applicant Landing Page

APPLY FILTERS CLEAR FILTERS

# My Applicant Landing Page (2/2)

## My Entities

Entity	Entity Number	City	State
<a href="#">Pioneer County Public Library System</a>	208	Moonesburg	KY
<a href="#">Loganville Branch Library</a>	209	Loganville	KY
<a href="#">Pioneer County Public Library Main Branch</a>	210	Moonesburg	KY
<a href="#">Pioneer County Bookmobile</a>	211	Moonesburg	KY

**Make updates to profiles for library system and branches.**

## Customer Service Cases

Case ID	Topic	Nickname	Status	Date
<a href="#">74</a>	Eligible Services	Eligibility of a Service	Pending	12/17/2015 8:34 PM EST

**View in-process customer service cases**

## FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

Funding Year

Status ☒ All

☐ Incomplete

☐ Certified

**Look up your library's certified & in-progress forms.**

Nickname	Application Number	Funding Year	Status

# Checklist

**Funding Year 2026**



# FY 2026 Checklist (1/4)

## **E-rate Productivity Center**

- ☐ Update USAC's data relating to your library/library system
  - ☐ Are there new branches since the last year you applied?
  - ☐ Have the mailing or physical addresses changed?
  - ☐ Has the square footage changed (or will it change) due to construction?
- ☐ [E-rate Productivity Center](#) accounts
  - ☐ Account administrator has been set
  - ☐ Other users added with various permission levels
  - ☐ Contact information in your individual EPC user profile is correct



# FY 2026 Checklist (2/4)

## **Eligible Services - what does your library need?**

### ☐ Category One

#### ☐ Data Transmission and/or Internet Access

- ☐ Internet for buildings
- ☐ Data transmission between buildings
- ☐ Bookmobile hotspot

### ☐ Category Two

#### ☐ Internal Connections

- ☐ Networking equipment
- ☐ Licenses for networking equipment
- ☐ Installation/activation/initial configuration

#### ☐ Basic Maintenance of Internal Connections

- ☐ Maintenance/tech support subscription for networking equipment
- ☐ Contract for repair/maintenance/upkeep performed by vendor

#### ☐ Managed Internal Broadband Services

# FY 2026 Checklist (3/4)

## **Contracts for existing services**

- ☐ Do the contracts cover the entire funding year?
- ☐ Were those contracts approved during a previous E-rate application cycle?

## **Category Two Budget**

- ☐ What is the square footage of each building? Has it changed since last year?
- ☐ Will construction or renovation change the square footage or create new branches by the purchase/installation deadline for FY 2026 Category Two (September 30, 2027)?

# FY 2026 Checklist (4/4)

## Children's Internet Protection Act (CIPA) Compliance

- ☐ Will the library request E-rate support for Internet Access or any Category Two equipment or services?
  - ☐ If yes, has your library:
    - ☐ Implemented a filter that blocks visual images that are obscene, child pornography, or (sexual material) 'harmful to minors'?
    - ☐ Created an Internet Safety Policy that addresses children's online safety when using the library's internet?
    - ☐ Held a public meeting prior to adopting the policy? Do you still have documentation that notice was given before the meeting?

## Help from KDLA

- ☐ Will I ask the Technology Consultant to review my Forms 470 and 471 before certifying? **(Correct answer: Yes!!!)**





# Wrap Up

+



# Resources

- KDLA's E-rate page
  - <https://kdla.ky.gov/Library-Support/Library-Programs/E-rate/Pages/default.aspx>
- USAC Schools & Libraries Division
  - <https://www.usac.org/e-rate/>
- USAC Customer Support
  - 1-888-203-8100 or Create a case in the [E-rate Productivity Center](#)
- E-rate Central state page for Kentucky
  - <https://tools.e-ratecentral.com/us/stateInformation.asp?state=KY>
  - Research your library's E-rate funding history:

Funding Quick Search

☒ Billed Entity Number ☐ SPIN

Search

# Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
  - **KYTECH** is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- **TO SUBSCRIBE:** Send a blank message to: [join-kytech@listserv.ky.gov](mailto:join-kytech@listserv.ky.gov)
- **E-rate updates and reminders are posted to KYTECH**





# Thank You!

Lauren Abner

[lauren.abner@ky.gov](mailto:lauren.abner@ky.gov)

(502) 564-1728

[Book time with Abner, Lauren  
\(ELC\): E-rate/SAM.gov consultation  
or form filing](#)