**E-Rate Training Agenda**

October 7, 2024

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| **Topic** | **Presenter** | **Time\*** | **Details** |
| Introduction | Craig Davis | 9:00-9:05 | Welcome and housekeeping items. |
| Program Overview and FY2025 Program Updates | Catherine Willis | 9:05-9:45 | E-Rate program summary and updates for Category Two (C2) Budget Management​, Wi-Fi Hotspots, and FCC Form 470. |
| Eligible Services | Bernie Manns | 9:45-10:30 | Eligible services list review​, types of eligible service​, BMIC details, advance installation and basic fiber concepts. |
| Break |  | 10:30-10:40 |  |
| Competitive Bidding | Shawn Jensen | 10:40-11:25 | CB and FCC Form 470 overview, SP role, contracts, RFPs, Vendor communications, requirements for leased dark fiber and self-provisioned networks, evaluation matrix, CB exemptions. |
| Improving E-Rate | Open Discussion | 11:25-12:10 | A listening session for attendees to share what’s going well, how E-Rate can improve program administration, and answer your questions. |
| Lunch |  | 12:10-1:25 |  |
| Open Data | Allison Kahan | 1:25-1:40 | An overview of E-Rate Open Data tools and uses. |
| Administrative Window | Tom Nesbitt | 1:40-2:15 | Admin Window period for profile updates (e.g., student counts, sq. footage, new entities, Acct. Admin and consulting firm updates, user permissions). |
| Break |  | 2:15-2:25 |  |
| FCC Form 471 | Lisette LaForge | 2:25-3:10 | FCC Form 471 application overview and requesting funding​, application review process​, and funding commitments. |
| Invoicing | Pam Lloyd | 3:10-3:55 | Invoicing overview​, preparing to Invoice, filing an FCC Form 498, filing an invoice, invoice reviews, record retention and Open Data​, and key takeaways. |
| Closing Remarks | Craig Davis | 3:55-4:00 | Thank you for joining us! |



