Updating Your EPC Profile for FY2023 During the Administrative Window



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The Basics



What is the Administrative Window?

The Administrative Window is a designated timeframe for applicants to update EPC profiles in preparation for the upcoming FCC Form 471 Application Filing Window. Once the Administrative Window closes, profiles are locked down for use by all applicants.

During the Administrative Window, independent schools and school districts must update their EPC profiles with student count data (enrollment and NSLP numbers) and must make any organization relationship changes such as the list of schools belonging to a district.

Student count data is reported for two purposes:

- 1. to calculate your E-Rate discount
- 2. to calculate your Category 2 Budget

It is extremely important that you make your profile updates during the Administrative Window as it is generally impossible to do so once the window closes.

FY2023 Administrative Window:

October 25, 2022 – TBD (just before the FY2023 Form 471 Window Opens)



What if my district's organizational structure has changed?

Contact the state E-Rate coordinator for assistance in the following situations:

- A school district has split:
 - schools that have left one school district will need to be detached and moved to their new district
- School districts have merged:
 - schools will need to be attached to their new parent school district
- A new school has opened:

a new billed entity number will need to be created for any new schools

Maine State E-Rate Coordinator for Schools: Anne Perloff (207) 581-3584 anne.perloff@maine.edu





1 Navigate to https://forms.universalservice.org/portal

(2) Log into One Portal with your username (your full email address) and One Portal password

Use	rname
Pas	sword
Eor	got password?
pur of the	ovided solely to USAC-authorized users for USAC-authorized business poses. By logging in, you represent that you are an authorized user. Use his system indicates acceptance of the terms and conditions governing USAC systems. USAC monitors user access and content for compliance a applicable laws and policies. Use of the system may be recorded, read.



(3) Complete the steps as prompted to obtain and enter a one-time verification code

- (4) Once you have successfully logged into One Portal, access EPC either through the
- pop-up (click on the "Continue" button) or
- B the dashboard (click on the block for EPC)

NOTE: which one you see is dependent on whether you only have access to EPC with your email address or if that email address also has been given BEAR access

Make Your Selection

TE: which one you see is	Universal S Administra				Sign Out
pendent on whether you only ve access to EPC with your email	Dashboar	d			anne.perloff@maine.edu ∨
dress or if that email address o has been given BEAR access	💾 Upcom	ning Dates	Schools and Libraries	^	Help?
	No upcoming	g dates found.	E-rate Productivity Center (EPC) - E-rate Program		Send us a message Click here
lake Your Selection			participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.	2	Call us (888) 641-8722
lake four selection			FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discourt		В
 Select Continue to go to your program's system. 			amount of the eligible products or services that the applicant has received and paid for in full.		
 Select Manage My Authentication Settings to update eit your email address or phone number to access your according to access your access. 					
			©2020 Unive	rsal Service Admini	strative Company. All rights reserved.
Manage My Authentication Settings					
		A			

Your EPC Landing Page will display

My Applica								
	versal Servi ninistrative			Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	hange Service	Substitution	Hurricane In	pact Designation
Welcome, School District	t 6!							
Pending Inquir	ries							
Туре	Select a Type 💌			Application/Request	Enter an App	lication/Request		
Funding Year	Select a Funding	Year	-					
Pending COMAD Inquiries	are not included.					A	PPLY FILTERS	CLEAR FILTER
Application/Request N		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extn.	Status
			No iter	ns available				
Notifications Notification Type	Please select a valu	e	No iter	Status O	-			
	Please select a valu			Status 🔊	 All Generated Not Generated 	2d		
	Select a Funding		-	Status 🔊	 Generated Not Generate 	ed Generate	d On	
Notification Type Funding Year	Select a Funding	Year	- Issued Date	Status 🝞	 Generated Not Generate 		d On	
Notification Type Funding Year Notification	Select a Funding	Year	- Issued Date	Status 🔊 Generated B	 Generated Not Generate 		d On	
Notification Type Funding Year Notification	Select a Funding	Year	- Issued Date	Status 🔊 Generated B	 Generated Not Generate 		d On Zip Co	de
Notification Type Funding Year Notification	Select a Funding	Year	Issued Date	Status 🕅 Generated B ms available	 Generated Not Generate 	Generate		de
Notification Type Funding Year Notification	Select a Funding Des	Year	Issued Date No iter	Status o Generated B ms available City	 Generated Not Generate 	Generate	Zip Co	de
Notification Type Funding Year Notification My Entities Entity School District 6	Select a Funding Des	scription	Issued Date No iter Entity Number 116	Status o Generated B ms available City City Springfield	 Generated Not Generate 	Generate State ME	Zip Co 04487	de



School Districts



What data should districts update?

School districts report student counts for two purposes:

- 1. To calculate your district's E-Rate discount percentage → REQUIRED ANNUALLY ←
 - entered on the summary page for each school in your district
- 2. To update data for your district's Category 2 Budget
 - → REQUIRED FIRST YEAR APPLYING FOR C2 +
 - → OPTIONAL SUBSEQUENT YEARS +
 - either entered per school or as an aggregate
 - if your district has 10 or fewer sites: enter C2 data for each school
 - if your district has 11 or more sites: enter C2 data as an aggregated, single number for the entire district
 - you only need to update these student counts once for your 5 Year C2 Budget
 - If you previously entered budget data for the FY2021 FY2025 cycle, you are not required to update it
 - If you wish to if your student data has fluctuated to your benefit, such as an increased student enrollment – you may request to update your district C2 budget data

School Districts: Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY +



Un Ad		sal Serv strative			Funding Request Repo FCC Form 500 SPIN C Manage Users Manag	hange Service S	Substitution	Hurric	ane Imp	act Designati
Welcome, School Distr										
Pending Inqu	iries									
Туре	Sel	elect a Type			 Application/Request 	Enter an Appli	ication/Reque	est		
Funding Year	Sel	elect a Funding	g Year		•					
								APPLY F	ILTERS	CLEAR FILT
President COMAD Lander		a ta al cala d								
Pending COMAD Inquirie			Nickname	Inquiry Name	Outreach Type	Date Sent	Due Dat	e 1	Extn.	Status
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				INO ILE	ems available					
				NO RE	ems avallable					
Notifications				NO ILE	ems avaliable					
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Notification Type Funding Year Notification My Entities	Pleas	elect a Funding	g Year	Issued Date No ite	Status Generated E ems available	Generated Not Generate	Genera	:	Zip Code 04487	
Notification Type Funding Year Notification My Entities Entity	Pleas	elect a Funding	g Year	Issued Date No ite	 Status () Generated E ems available City 	Generated Not Generate	Genera		•	
Notification Type Funding Year Notification My Entities Entity School District 6	 Please - Sel Dol A 	elect a Funding	g Year	Issued Date No ite Entity Number 116	Status Status Generated E ems available City Springfield	Generated Not Generate	Genera State ME		04487	

 On the Landing Page, scroll to the "My Entities" section and click on the link for the first school to be updated



The summary page for that school will display

Districts: NSLP Data

Records / Applicant En #117 - Sch	ool District 6 Sch	A loo		•	MANAGE ORGANIZATION MANAGE ANNEXES	
Summary Modifie	cations Additional Information	Category Two Budget	Contracts FCC Forms News	Related Actions	N	
Organization	Details					
Name	School District 6 School A		Applicant Type	School	(2) Click on the	"MANAGE
Entity Number	117		Status	Active	ORGANIZATION	
FCC Registration Number					to proceed	Dutton
Contact Infor	mation				to proceed	
Physical Address	123 South Street		Phone Number	555-555-5556		
	Springfield, ME 04487 Washington		Email	school.district6.user1	@mailinator.com	
Mailing Address	123 South Street Springfield, ME 04487 Washington		Website URL			
Applicant Info	ormation					
	Not Found		User-Entered			
Longitude	Not Found		Latitude			
Urban/Rural Status			User-Entered Longitude			
School Sub-Type	Public School		User-Entered	Rural		
	Private School		Urban/Rural Status	Karar		
	Pre-K		Community	No		
	Head Start		Eligibility Program (CEP)?			
	Adult Education		Alternative Discount	None		
	Juvenile Justice		Method	Hone		
	Dormitory		Does this	No		
	Charter School		organization have an endowment?			
	Tribal School		Number of Full Time	400		
	New Construction School		Students	100		
	Swing Space		Total Number of	50		
	Detention Center		Students Eligible for			
	General-Use School		National School Lunch Program			
	ESA School		(NSLP)			
	BIE					Slide 14
	ESA School District with no Scho	ools				

tords / Applicant Entities 117 - School District 6 School A Summary Modifications Additional Information Category Two Bud	get Contracts FCC Forn	ns News Related Actions		
Modify An Organization				
Name *	Organization Type	(4) Then scroll down		
School District 6 School A	Applicant	the page to the "School		
Physical Address		Information" section		
Address Line 1 *	Zip Code *	mornation section		
123 South Street	04487			
Address Line 2	Zip Code Extension			
City *	Click the button below t	to get standard USPS address		
Springfield	County *			
State *	Other	-		
ME	•	address, city, state, and zip code are correct		
	Please Specify * Washington			
(3) Select a county if one		of the county and ensure that it is spelled correctly		
is not already listed here	VERIFY MY ADDRESS			



School Information	
School Sub-Type * Public School Private School 	Is this school part of a school district? Yes
Check All That Apply Show Help	
 Pre-K Head Start Adult Education Juvenile Justice Dormitory Charter School Tribal School Number of Full Time Students * 100 	New Construction School Swing Space Detention Center General-Use School ESA School BIE Total Number of Students Eligible for National School Lunch Program (NSLP) * 50
Community Eligibility Program (CEP)? * Yes No Does this organization have an endowment? * Yes No	Alternative Discount Method * None Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP At a minimum, you should annually update:
	1 the number of full time students

2 the total number of students eligible for NSLP



School Information

School Sub-Type * Public School Private School	Is this school part of a school district? Yes
Check All That Apply Show Help	
Pre-K	New Construction School
Head Start	Swing Space
Adult Education	Detention Center
Juvenile Justice	General-Use School
Dormitory	ESA School
Charter School	BIE
Tribal School	
Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 😯 *
100	50
Community Eligibility Program (CEP)? *	Alternative Discount Method *
⊖ Yes	None 🗸
● No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

(5) Edit the fields for the "Number of Full Time Students" and the "Total Number of Students Eligible for National School Lunch Program (NSLP)"

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.



Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 📀 •
110	60
Community Eligibility Program (CEP)? *	Alternative Discount Method •
) Yes	None 🗸
● No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
Does this organization have an endowment? *	
⊖ Yes	
O No	
State School Code	
State LEA Code	
NCES Public State Code	
NCES Public District Code	
NCES Public Building Code	
Category Two (C2) Budget Information	
We calculate your Category Two budget and your discount rate separately, and so we collect separ year within a Category Two budget cycle, so this number needs to be updated less frequently than	
Total Students for C2 Budget *	
120	
FCC Registration Number 🥹	
1234564560	
CANCEL (6) Click on the "SUBMIT"	' button to save the changes SUBMIT
Δ	

NETWORKMAINE

<u>_</u>

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL

7 Enter a Modification Nickname to remind yourself what changes were made



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

Updated NSLP for School A

CANCEL

8 Click on the "SUBMIT" button



SUBMIT

Summary Modifie	ations Additional Information	Category Two Budget	Contracts	FCC Forms News	Relate	lated Actions
rganization	Details					
Name	School District 6 School A			Applicant	Type Sc	School
Entity Number	117			St	atus Ac	Active
FCC Registration Number	1234564560					
Contact Inform	mation					
Physical Address				Phone Nun	nber 55	555-555-5556
	Springfield, ME 04487 Washington			E	mail sc	school.district6.user1@mailinator.com
Mailing Address	123 South Street			Website	URL	
	Springfield, ME 04487 Washington					
Applicant Info	ormation					
Latitude	Not Found			User-Ent		
Longitude	Not Found				tude	
Urban/Rural Status	Not Found			User-Ent Longi		
School Sub-Type	Public School			User-Ent		Rural
	Private School			Urban/Rural St	atus	
	Pre-K				unity No	No
	Head Start			Eligibility Prog (C	(ram CEP)?	
	Adult Education			Alternative Disc		None
	Juvenile Justice				thod	
	Dormitory			Does	this No	No
	Charter School			organization hav		T 1
	Tribal School			endowm	_	- – – _I The summary page
	New Construction School			Number of Full 1 Stud		will re-display with
	Swing Space			Total Numb		60
	Detention Center			Students Eligible		the updated NSLP
	General-Use School			National Sc		
	ESA School			Lunch Prog	ster (SLP)	information

NETWORKMAINE

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My Applica				Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	hange Service Su	bstitution I	Hurricane Imp	act Designat
	versal Se ninistrativ							
Welcome, School Distric	t 6!							
Pending Inquir	ries							
Туре	Select a Type	·	-	Application/Request	Enter an Applica	ation/Request		
Funding Year	Select a Fund	ding Year	-	•				
						A	PPLY FILTERS	CLEAR FILT
Pending COMAD Inquiries	are not included.							
Application/Request N	lumber	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extn.	Status
Notifications Notification Type	Please select a		•		 All Generated Not Generated 			
Eunding Voar								
Funding Year		ning Year	· · · · · · · · · · · · · · · · · · ·					
Funding Year Notification		Description	Issued Date	Generated B	<u> </u>	Generated	d On	
_		-	Issued Date		<u> </u>	Generated	d On	
_		-	Issued Date	Generated B	<u> </u>	Generated	d On	
Notification		-	Issued Date	Generated B	y	Generated	d On Zip Code	3
Notification My Entities		-	Issued Date	Generated B	y S			2
Notification My Entities Entity		-	Issued Date No iter	Generated B ms available City	y S N	tate	Zip Code	2
Notification My Entities Entity School District 6	IA	-	Entity Number	Generated B ms available City Springfield	y S N N	tate	Zip Code 04487	2

(9) Repeat this process for each school in your organization \

NOTE: NIFs do not have their own enrollment or NSLP data



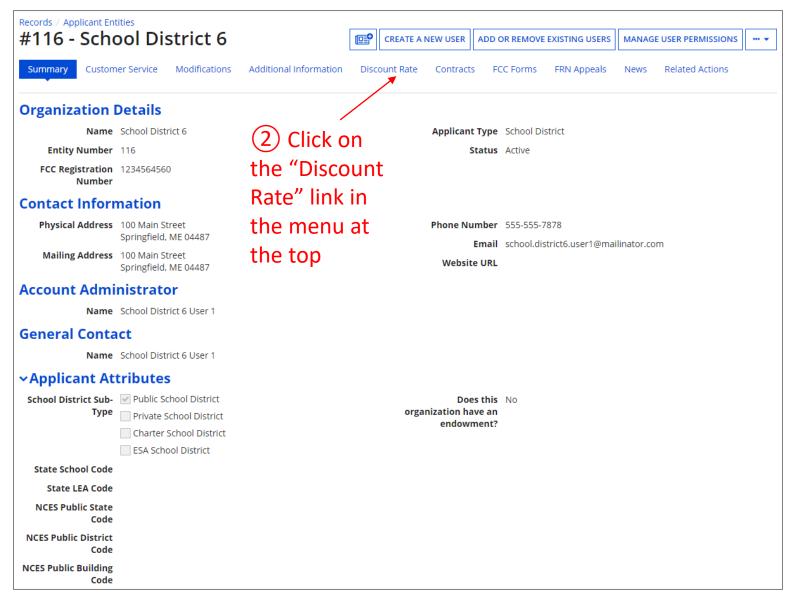
School Districts: Checking for Discount Rate Errors



My Applica	nt Lanc	ling Page							
	versal Se ninistrati				Funding Request Rep FCC Form 500 SPIN Manage Users Man	Change Service Su	ubstitution Hurr	icane Impac	t Designatio
Pending Inqui									
Туре	Select a Type	o		•	Application/Request	Enter an Applic	ation/Request		
Funding Year	Select a Fun			•					
Pending COMAD Inquiries	are not included	L					APPLY	' FILTERS	CLEAR FILTE
Application/Request N	lumber	Nickname	Inquiry	Name	Outreach Type	Date Sent	Due Date	Extn.	Status
Notification Type Funding Year	Please select a			•	Status 🕜	 All Generated Not Generated 			
Notification		Description	Issu	ued Date	Generated	Ву	Generated On	1	
				No iten	ns available				
My Entities									
Entity			Entity Numb	er	City	5	itate	Zip Code	
School District 6			116		Springfield	P	ИЕ	04487	
School District 6 Schoo	l A		117		Springfield	1	ИЕ	04487	
School District 6 Schoo	I B		118		Springfield	1	ИЕ	04487	
School District 6 NIF			119		Springfield	P	ИЕ	04487	

 On the Landing Page, scroll to the "My Entities" section and click on the link for your school district







The discount rate for the school district displays

NOTE:

Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.

Records / Applicant Entities #116 - School D	istrict 6				
Summary Customer Service	Modifications Additional I	nformation Discount Rate	Category Two Budget Contracts	FCC Forms FRN Appeals	News Related Actions
	Rate - School Distric				,
School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
340	175	51%	Rural	80%	80%
SHOW ENTITIES					



Records / Applicant Entities #17008896 - ANI	7008896 - ANDOVER PUBLIC SCHOOLS										
Summary Additional Informat	ion Discount Rate Contr	acts FCC Forms News	Related Actions								
ARequested Discount	t Rate - ANDOVER P	UBLIC SCHOOLS (B	EN: 17008896) - FY2019								
The information in your organizat	tion's profile is not sufficient to	calculate your Discount Rate.									
More than 50 percent of your ind		for the school district to be co	onsidered rural.	·							
School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate						
229	88	38%									
SHOW ENTITIES				·	'						

If you see an error message instead of the discount for your school district, there is an issue with one or more of the schools in your district



Summary Additional Inform	ation Discount Rate Contr		Related Actions		e
Requested Discou	nt Rate - ANDOVER P	PUBLIC SCHOOLS (B	EN: 17008896) - FY2019		
The information in your organiz	zation's profile is not sufficient to	calculate your Discount Rate.			
ore than 50 percent of your in	ndividual schools must be rural	for the school district to be co	onsidered rural.		
lore than 50 percent of your ir	ndividual schools must be rural	for the school district to be c	onsidered rural.		
fore than 50 percent of your ir his discount rate has not been app		for the school district to be co	onsidered rural.		
		for the school district to be constructed by the school District NSLP Percent	onsidered rural. School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate

3 Click on the "SHOW ENTITIES" button to display a list of the schools in the district



One or more of your schools is likely missing information or is unable to accurately calculate a discount

ecords / Applicant Entities #17008896 - ANDC	OVER	PUBLIC S	CHOOLS				•••
Summary Additional Information	Discour	t Rate Contract	s FCC Forms News R	elated Actions			
Requested Discount F	Rate - /	ANDOVER P	UBLIC SCHOOLS (B	EN: 17008896) - FY2019			
The information in your organizatior	n's profile i	s not sufficient to c	alculate your Discount Rate.				
ore than 50 percent of your indivi	dual scho	ols must be rural f	for the school district to be c	onsidered rural.			
is discount rate has not been approved	for the cu	rent year					
School District Full-time Enrollment	School Count	District NSLP	School District NSLP Percent	School District Urban/Rural Status	Catego Rate	ory One Discount	Category Two Discount Rate
229	88		38%				
HIDE ENTITIES							
Organization	BEN	Total Number C School	of Students Enrolled In	Total Number Of Students in Scho For NSLP	ol Eligible	Urban/Rural Status	Alternative Discount



ecords / Applicant Entities #17008896 - ANDC	OVER	PUBLIC S	SCHOOLS				@
Summary Additional Information	Discour	nt Rate Contract	s FCC Forms News R	Related Actions			
Requested Discount F	Rate - /	ANDOVER P	UBLIC SCHOOLS (E	BEN: 17008896) - FY2019			
The information in your organization	n's profile i	s not sufficient to o	alculate your Discount Rate.				
ore than 50 percent of your indivi	dual schoo	ols must be rural	for the school district to be o	considered rural.			
iis discount rate has not been approved	l for the cu	rrent year					
School District Full-time Enrollment	School Count	District NSLP	School District NSLP Percent	School District Urban/Rural Status	Catego Rate	ory One Discount	Category Two Discount Rate
229	88		38%				
HIDE ENTITIES							
Organization	BEN	Total Number (School	Df Students Enrolled In	Total Number Of Students in Scho For NSLP	ol Eligible	Urban/Rural Status	Alternative Discount
	4001	229		88			None

(4) Click on the link for a school with an issue to go to that school's summary page



(5) Click on the school's "MANAGE ORGANIZATION" button and fix any issues that are causing the discount not to calculate

Records / Applicant En #4001 - AN			đ	•	MANAGE ORGANIZATION	MANAGE ANNEXES
Summary Additio	nal Information Contracts FCC Forms News Related Actio	ons				
Organization	Details					
Name	ANDOVER ELEMENTARY SCHOOL	Applicant Type	School			
Entity Number	4001	Status	Active			
FCC Registration Number						
Contact Inform	nation					
Physical Address		Phone Number	207-392-4381			
	ANDOVER, ME 04216 OXFORD	Email				
Mailing Address	PO BOX 70 ANDOVER, ME 04216-0070 OXFORD	Website URL				



6 Return to the "Discount Rate" section for the school district and verify that the discount now displays

Records / Applicant Entities #17008896 - AN	DOVER PUBLIC	SCHOOLS			••
Summary Additional Informat	tion Discount Rate Contra	acts FCC Forms News	Related Actions		
Requested Discount					
More than 50 percent of your ind		for the school district to be co	nsidered rural.		
School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
229	88	38%	Rural	70%	70%
SHOW ENTITIES				L	



School Districts: Entering Category 2 Enrollment Data in the EPC Profile By School

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE → OPTIONAL SUBSEQUENT YEARS ←

Notes:

For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. Use the "by school" method to report your student counts for each school in order to take advantage of the higher budget calculation.

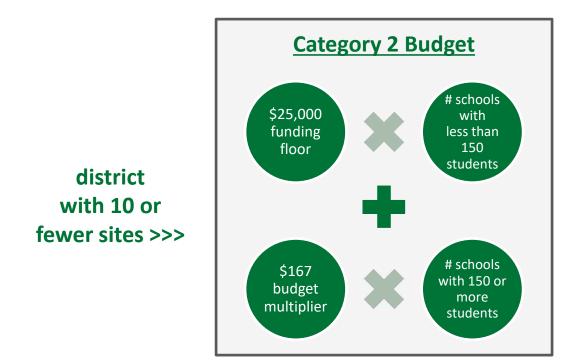
If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.



When should I use this method?

Districts with 10 or fewer sites can calculate their C2 budgets on a **per-school basis** by entering student counts separately for each eligible site

Doing so allows you to take advantage of the higher budget amount for each <u>building</u> (the funding floor VS the budget multiplier * enrollment)





Districts: C2 Data By School

My Applica	nt Land	ling Page							
	versal Se ninistrati			FCC For	m 500 SPIN C	rt FCC Form 470 hange Service S ge Organizations	ubstitution	Hurricane Imp	act Designat
Welcome, School District	t 6!								
Pending Inquir	ries								
Туре	Select a Type	2		 Applica 	tion/Request	Enter an Applic	ation/Request		
Funding Year	Select a Fund	ding Year		•					
							А	PPLY FILTERS	CLEAR FILT
Pending COMAD Inquiries	are not included.								
Application/Request N	lumber	Nickname	Inquiry Name	Outreac	n Type	Date Sent	Due Date	1 Extn.	Status
Notification Type	Please select a	value		•	Status 🕜	 All Generated 			
Funding Year	Select a Fund	ding Year		•		Not Generated	1		
Notification		Description	Issued Date	e	Generated B	ÿ	Generate	d On	
My Entities			٩	vo items available					
Entity			Entity Number		City		State	Zip Code	2
School District 6			116		Springfield		ME	04487	
School District 6 Schoo	IA		117		Springfield	1	ME	04487	
School District 6 Schoo	IВ		118		Springfield	1	ME	04487	
School District 6 NIF			119		Springfield	1	ME	04487	

 On the Landing Page, scroll to the "My Entities" section and click on the link for your district



Districts: C2 Data By School

The summary page for your school district will display

Records / Applicant Ent #116 - Scho	nol District 6			CREATE A NEW USER	ADD OR REMOVE EXISTING	USERS MAI	NAGE USER PERMIS	sions 🔐 🗸
	er Service Modifications	Additional Information	l Discount Rate		Contracts FCC Forms	FRN Appea	ls News Rel	lated Actions
Organization l	Details							
Name	School District 6			Applicant Type	School District			
Entity Number	116			Status	Active			
FCC Registration Number	1234564560							
Contact Inforr	nation							
Physical Address	100 Main Street Springfield, ME 04487			Phone Number Email	555-555-7878 school.district6.user1@maii	inator com		
Mailing Address	100 Main Street Springfield, ME 04487			Website URL	School.districto.dschreimdi	inator.com		
Account Admi	nistrator							
Name	School District 6 User 1							
General Conta	ict							
Name	School District 6 User 1							



Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 😯

One number for my whole district

A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

2 Scroll down the page to the "Category Two
 (C2) Budget Information" section to review the student count information currently in your profile

				APPLY FILTERS	CLEAR FILTERS
Entity Nur	mber 1	Entity Name	Total Students for C2 Budget	Is the student cou estimated? 😧	Eligible nt for C2 budget ?
117		School District 6 School A	110	N/A	0
118		School District 6 School B	230	N/A	•

NOTE: the "Sum of Student Counts" is automatically summed from the counts of the individual schools in your district



Updating Your EPC Profile

③ To make changes to the student count information, return to the top of the page

#116 - Scho	bol Distr	ICT 6			CREATE A NEW USER	ADD OR REM	NOVE EXISTING USERS	MANAGE USER P	ERMISSIONS	··· •
Summary Custom	er Service Moo	difications	Additional Information	Discount Rate	Category Two Budget	Contracts	FCC Forms FRN A	ppeals News	Related A	tions
Organization I	Details									
Name	School District 6				Applicant Type	School Distric	t			
Entity Number	116				Status	Active				
FCC Registration Number	1234564560									
Contact Inforr	nation									
Physical Address	100 Main Street Springfield, ME 04	4487			Phone Number		3 t6.user1@mailinator.c	om		
Mailing Address	100 Main Street Springfield, ME 04	4487			Website URL	schoolaisthe	to.user remainator.c			
Account Admi	nistrator									
Name	School District 6	User 1								
General Conta	ct									
Name	School District 6	User 1								



(4) Click on the "..." button and choose the "Manage Organization" option from the menu

Records / Applicant Ent	ities ool District 6					
#110-5010	DIDISTICTO				ADD OR REMOVE EXISTING	USERS MANAGE USER PERMISSIONS
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC Forms	Manage Organization
						Modify Account Administrator
Organization I	Dotaile					Create a Customer Service Case
Organization	Jetans					Manage General Contact
Name	School District 6			Applicant Type	School District	Manage Organization Relationships
Entity Number	116			Status	Active	Create FCC Form 470
FCC Registration Number	1234564560					Create FCC Form 471
						Create FCC Form 486
Contact Inforr	nation					Manage Contracts
Physical Address				Phone Number	555-555-7878	Create Appeal
	Springfield, ME 04487			Email	school.district6.user1@maili	Create SPIN Change Request
Mailing Address	100 Main Street Springfield, ME 04487			Website URL		Create Service Substitution Request



An editable version of the summary page for your school district will display

								E
ummary Customer Service Modifications	Additional Information	Discount Rate	Category Two Budget C	Contracts	FCC Forms	FRN Appeals	News	Related Actions
Modify An Organizatio	'n							
Name *			Organization Type					
School District 6			Applicant					
Physical Address			_					
Address Line 1*			Zip Code *					
100 Main Street			04487					
Address Line 2			Zip Code Extension					
City *			County *					
Coriogfield			Please select a County					-
Springfield								



	wo budget and your discount rate se udget cycle, so this number needs to				y Two student coun	t from year to
How does the district repor One number for my whole	t its student count for Category To e district	wo budget? 😯 *				
• A number for each school	in the district		all dawn tha	nogo to the	"Cotor	o m <i>i</i>
Sum of Student Counts of a	ll Schools in the District		oll down the	e page to the	e Categ	ory
340			2) Budget In	formation" s	section	
School Information			zj buuget m			
Entity Number or Name						
•						
Please enter an entity name	e(at least 3 characters) or an entity nu	mber		[APPLY FILTERS	CLEAR FILTERS
Please enter an entity name Entity Number	e(at least 3 characters) or an entity nu Entity Name	mber Total Students for C2 budget	Is the student count estimated? 🕑	Eligible for C2 budget?	APPLY FILTERS	CLEAR FILTERS
-		Total Students for C2			APPLY FILTERS	CLEAR FILTERS



Category Two (C2) Budget Information We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate. How does the district report its student count for Category Two budget? ? (6) The option for "A number for each One number for my whole district A number for each school in the district school in the district" is selected by default -Sum of Student Counts of all Schools in the District 340 if it is not currently selected, choose it now School Information in order to proceed with this method **Entity Number or Name** --Please enter an entity name(at least 3 characters) or an entity number--CLEAR FILTERS APPLY FILTERS Total Students for C2 Is the student count **Entity Number** Eligible for C2 budget? Entity Name budget estimated? 117 School District 6 School A 110 N/A \bigcirc EDIT \bigcirc EDIT 118 School District 6 School B 230 N/A **≪ <** 1-2 of 2 **>** ≫

(7) Click on the "EDIT" button for a school to modify that school's data for C2 budget calculations



APPLY FILTERS

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ??

One number for my whole district

A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

8 Enter the new number of students for this school

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 📀	Eligible for C2 budget?	
117	School District 6 School A	120	N/A	S 💌	UPDATE
118	School District 6 School B	230	N/A	•	EDIT
					≪ < 1-2 of 2 >

(9) Then click on the "UPDATE" button



CLEAR FILTERS

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ?

One number for my whole district

• A number for each school in the district

Sum of Student Counts of all Schools in the District

340

The student count is not recalculated until you submit all your updates

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

(10) Repeat this process for each school in your organization that you need to update

APPLY FILTERS CLEAR FILTERS

Updates made to the C2 information for your schools in the table below are going to be saved once you click on the Submit button on this screen.

120 3 230	N/A N/A	0	EDIT
3 230	N/A	⊘	EDIT
			EDIT



12 Enter a Modification Nickname to remind yourself what changes were made

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

C2 Budget Count Updates

CANCEL

(13) Then click on the "SUBMIT" button



SUBMIT

The summary page for your school district will display

Records / Applicant Ent #116 - Scho		rict 6			P	CREATE A NEW USER	ADD OR RE	EMOVE EXISTING	USERS	MANAGE	USER PERMI	SSIONS	
Summary Custom	ner Service Mo	odifications	Additional Information	ו Discount Rate	Cat	tegory Two Budget	Contracts	FCC Forms	FRN A	ppeals	News Re	elated Act	tions
Organization l	Details												
Name	School District 6	5				Applicant Type	School Distr	rict					
Entity Number	116					Status	Active						
FCC Registration Number	1234564560												
Contact Inforr	nation												
Physical Address	100 Main Street Springfield, ME					Phone Number		78 ict6.user1@maili	inator c	000			
Mailing Address	100 Main Street Springfield, ME (Website URL	501001.0150	icto.userr@main	inator.c				
Account Admi	nistrator												
Name	School District 6	User 1											
General Conta	nct												
Name	School District 6	User 1											



School Districts: Entering Category 2 Enrollment Data in the EPC Profile By Aggregate

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE → OPTIONAL SUBSEQUENT YEARS ←

Notes:

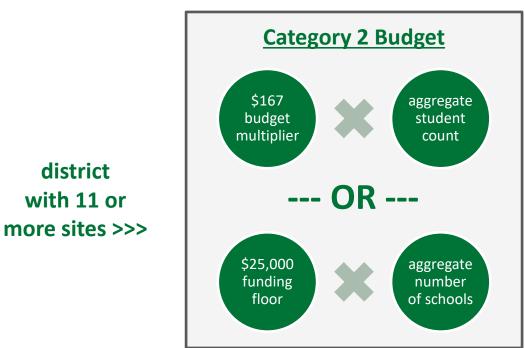
For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.



When should I use this method?

Choose this option if your district has 11 or more sites. Using this method, you only need to enter the total number of students throughout the district without detailing the precise number for the individual schools. Your C2 budget will be calculated using the district's **aggregate student count** and the aggregate funding floor (the funding floor * the aggregate number of schools).



Words of Caution: This is <u>not advisable</u> for districts with 10 or fewer schools!

If you have 10 or fewer sites, you can choose this method, however, your budget might calculate as a lower amount than what you are actually entitled to.

the district C2 budget is the greater of these two calculations



My Applica	nt Lan	ding Page						
Uni Adn	versal So ninistrat			Funding Request Repo FCC Form 500 SPIN C Manage Users Manaj	hange Service Su	bstitution	Hurricane Imp	act Designat
Welcome, School District	t 6!							
Pending Inquir	ries							
Туре	Select a Typ	De		 Application/Request 	Enter an Applica	ation/Request -		
Funding Year	Select a Fur	nding Year		•				
						AF	PLY FILTERS	CLEAR FILT
Pending COMAD Inquiries								
Application/Request N	lumber	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extn.	Status
Notification Type	Please select	a value		👻 Status 🕜	 All Generated 			
Funding Year	Select a Fur	nding Year		•	○ Not Generated			
Notification		Description	Issued Date	Generated B	8y	Generated	d On	
My Entities			No it	erns available				
Entity			Entity Number	City	S	tate	Zip Code	9
School District 6			116	Springfield	N	1E	04487	
School District 6 Schoo	IA		117	Springfield	N	1E	04487	
School District 6 Schoo	IВ		118	Springfield	N	1E	04487	
School District 6 NIF			119	Springfield	N	1E	04487	

(1) On the Landing Page, scroll to the "My Entities" section and click on the link for your district



The summary page for your school district will display

Records / Applicant Ent #116 - Scho	tities Dol District 6			CREATE A NEW USER	ADD OR REMOVE EXISTING	USERS MA	ANAGE USER PERI		•
	er Service Modifications	Additional Information	l Discount Rate		Contracts FCC Forms	FRN Appea	als News	Related Actions	;
Organization l	Details								
Name	School District 6			Applicant Type	School District				
Entity Number	116			Status	Active				
FCC Registration Number	1234564560								
Contact Inforr	nation								
Physical Address	100 Main Street Springfield, ME 04487			Phone Number	555-555-7878 school.district6.user1@mai	inator com			
Mailing Address	100 Main Street Springfield, ME 04487			Website URL	School, also recourse rightan	indion.com			
Account Admi	nistrator								
Name	School District 6 User 1								
General Conta	ict								
Name	School District 6 User 1								



Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 😯

One number for my whole district

A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

2 Scroll down the page to the "Category Two
 (C2) Budget Information" section to review the
 student count information currently in your profile

				APPLY FILTERS	CLEAR FILTERS
Entity N	umber 1	Entity Name	Total Students for C2 Budget	Is the student coun estimated? 😧	Eligible t for C2 budget ?
11	7	School District 6 School A	110	N/A	•
11	8	School District 6 School B	230	N/A	S



③ To make changes to the student count information, return to the top of the page

#116 - Scho	ool Distri	ct 6			[]	CREATE A NEW USER	ADD OR RE	MOVE EXISTING USE	RS MANA	AGE USER PE	RMISSIONS	••• •
Summary Custom	er Service Modi	ifications	Additional Information	Discount Rate	Cate	gory Two Budget	Contracts	FCC Forms FR	N Appeals	News	Related Ac	tions
Organization I	Details											
Name	School District 6					Applicant Type	School Distri	ct				
Entity Number	116					Status	Active					
FCC Registration Number	1234564560											
Contact Inform	nation											
Physical Address						Phone Number	555-555-787	8				
	Springfield, ME 044	487				Email	school.distri	ct6.user1@mailinat	or.com			
Mailing Address	100 Main Street Springfield, ME 044	487				Website URL						
Account Admi	nistrator											
Name	School District 6 U	lser 1										
General Conta	ct											
Name	School District 6 U	lser 1										



(4) Click on the "..." button and choose the "Manage Organization" option from the menu

Records / Applicant Ent		_									
#116 - Scho	ool Dis	trict 6			₽₽	CREATE A NEW USER	ADD OR	REMOVE EXISTING	USERS	MANAGE USER PERMISSIONS	
Summary Custom	er Service	Modifications	Additional Information	Discount Rate	Cate	egory Two Budget	Contracts	FCC Forms	Mana	ge Organization	^
									Modif	y Account Administrator	
Organization [Ootaile								Create	e a Customer Service Case	
0									Mana	ge General Contact	- 1
Name	School Distri	ct 6				Applicant Type	School Dis	trict	Mana	ge Organization Relationships	- 1
Entity Number	116					Status	Active		Create	e FCC Form 470	- 1
FCC Registration Number	1234564560								Create	e FCC Form 471	
									Create	e FCC Form 486	- 1
Contact Inform	nation								Mana	ge Contracts	- 1
Physical Address	100 Main Str Springfield, M					Phone Number	555-555-78	878	Create	e Appeal	- 1
						Email	school.dist	trict6.user1@mai	i Create	e SPIN Change Request	
Mailing Address	100 Main Str Springfield, N					Website URL			Create	e Service Substitution Request	-



An editable version of the summary page for your school district will display

ummary Customer Service	Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts	FCC Forms	FRN Appeals	News	Related Actions
Modify An Org	ganizatio	n							
Name *				Organization Type					
School District 6				Applicant					
Physical Address									
Address Line 1*				Zip Code *					
-				Zip Code * 04487					
Address Line 1*				-					
Address Line 1 * 100 Main Street				04487					



, , , , , , , , , , , , , , , , , , , ,	wo budget and your discount rate se udget cycle, so this number needs to	1 A A A A A A A A A A A A A A A A A A A		, 0,	/ IWO SLUGENL C	ount from year to
How does the district repor	rt its student count for Category T e district	wo budget? 😡 *				
• A number for each school	in the district	(5) Sec	coll down the	nago to tho	"Cato	aonu
Sum of Student Counts of a	ll Schools in the District		roll down the	e page to the	Cale	guiy
340		Two (C	2) Budget In	formation" s	ection	
School Information		1110 (0	, 2008ct m			
Entity Number or Name						
ntity Number or Name	e(at least 3 characters) or an entity nu	Imber				
ntity Number or Name	e(at least 3 characters) or an entity nu	imber				
ntity Number or Name	e(at least 3 characters) or an entity nu	imber		1	APPLY FILTERS	CLEAR FILTERS
Entity Number or Name Please enter an entity name	e(at least 3 characters) or an entity nu		Is the student count		APPLY FILTERS	CLEAR FILTERS
ntity Number or Name	e(at least 3 characters) or an entity nu Entity Name	Total Students for C2 budget	Is the student count estimated? 😧	Eligible for C2 budget?	APPLY FILTERS	CLEAR FILTERS
Entity Number or Name Please enter an entity name		Total Students for C2			APPLY FILTERS	CLEAR FILTERS
Entity Number or Name	Entity Name	Total Students for C2 budget	estimated? 😧	Eligible for C2 budget?		CLEAR FILTERS



, , ,	wo budget and your discount rate se udget cycle, so this number needs to	1 A. 199		, , ,	ory Two student co	unt from year to
One number for my whole A number for each school Cum of Student Counts of a	in the district	(6) 9	Select the op Iber for my w			
School Information Entity Number or NamePlease enter an entity name	a(at least 3 characters) or an entity nu	mber			APPLY FILTERS	CLEAR FILTERS
Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?		
Entity Number			N/A	O	EDIT	
117	School District 6 School A	110				

Note: For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has 149 or fewer students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.

Updating Your EPC Profile

ETWORKMAINE

Category Two (C2) Budget Information	n
, , , ,	separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two cycle, so this number needs to be updated less frequently than the student count for your discount rate.
How does the district report its student count for Category One number for my whole district	
A number for each school in the district	(7) Enter the total number
District Student Count *	of students in the district
FCC Registration Number 📀	
1234564560	
CANCEL	SUBMIT



Category Two (C2) Budge	et information
	and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.
How does the district report its studer	nt count for Category Two budget? 😧 *
One number for my whole district	
🔿 A number for each school in the distri	ct
District Student Count *	
350	
FCC Registration Number 🕢	
CANCEL	SUBMIT

8 Click on the "Submit" button



9 Enter a Modification Nickname to remind yourself what changes were made

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

C2 Budget Count Updates

CANCEL

10 Then click on the "SUBMIT" button



SUBMIT

The summary page for your school district will display

#116 - Scho	DOI DISTI	rict 6			CREATE A NEW USER	ADD OR REMOVE E	XISTING USERS	MANAGE USER PE	RMISSIONS	-
Summary Custom	er Service Mo	odifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC F	orms FRN Ap	opeals News	Related Acti	ons
Organization I	Details									
Name	School District 6	5			Applicant Type	School District				
Entity Number	116				Status	Active				
FCC Registration Number	1234564560									
Contact Inform	nation									
Physical Address	100 Main Street Springfield, ME				Phone Number					
Mailing Address	1 0					school.district6.user	1@mailinator.co	om		
	Springfield, ME				Website URL					
Account Admi	nistrator									
Name	School District 6	5 User 1								
General Conta	ct									
Name	School District 6	5 User 1								



Once you have chosen to list C2 counts as a district aggregate, you cannot update individual school C2 counts without selecting the option for "A number for each school in the district" on the district's summary page

If the "One number for my whole district" option has been selected, the school summary pages will display the following message:

Category Two (C2) Budget Information

Your school district (116 - School District 6) manages the student count for its Category Two budget as one number for the district. You can manage it in the school district's entity record.

Click on the link for the school district to go to the district's summary page



School Districts: Requesting a Replacement C2 Budget

Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.

You can choose to request a budget update in any or all funding years within the budget cycle.

Be aware that unless you <u>specifically request</u> a budget recalculation, the C2 budget student count for the school district will remain fixed throughout the cycle.



Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased or you added a child entity, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.



How do I do change my C2 budget?

Step 1: Modify your billed entity details

- Add or remove dependent school entities
- Update C2 budget student counts

Note: You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.

Step 2: Then submit a request for a replacement budget based on that enrollment

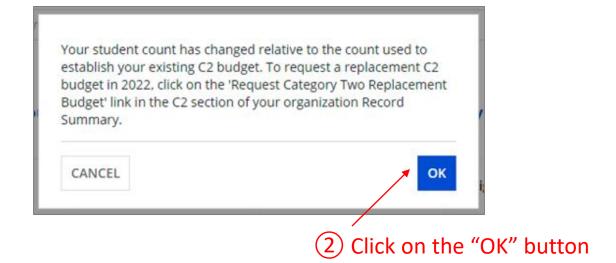
Note: Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.

If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.



(1) Complete the steps outlined in the appropriate "School Districts: Entering Category 2 Enrollment Data in the EPC Profile" section of this guide (by school or by aggregate) to modify the C2 budget enrollment numbers entered in your profile.

Once you click on the "SUBMIT" button, you will see a message describing the next step. At this point you have updated the numbers but still need to request a replacement budget based on those numbers.





(3) Go to the school district's summary page

(you may already be on this page depending on your last action)

How to get there:

1) Click on the "News" link in the menu at the top of the page

- 2) Click on the USAC logo to go to your Landing Page
- 3) Click on the link for the school district's name

±116 - Scho	ool District 6			P	CREATE A NEW USER	ADD OR RE	MOVE EXISTING	USERS	MANAGE USE	R PERMISSIONS	
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Ca	tegory Two Budget	Contracts	FCC Forms	FRN Ap	opeals Ne	ws Related Ad	ctions
)rganization [Details										
Name	School District 6				Applicant Type	School Distri	ict				
Entity Number	116				Status	Active					
FCC Registration Number	1234564560										
ontact Inform	nation										
Physical Address					Phone Number	555-555-787	8				
	Springfield, ME 04487				Email	school.distri	ct6.user1@mail	inator.co	om		
Mailing Address	100 Main Street Springfield, ME 04487				Website URL						



(4) Click on the "Category Two Budget" link

#116 - Scho	ool District 6			CREATE A NEW USER	ADD OR REMOVE EXISTING USERS	MANAGE USER PERMISSIONS	
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC Forms FRN A	Appeals News Related Ac	tions
Organization I	Details						
Name	School District 6			Applicant Type	School District		
Entity Number	116			Status	Active		
FCC Registration Number	1234564560						
Contact Inform	nation						
Physical Address	100 Main Street Springfield, ME 04487			Phone Number	555-555-7878 school.district6.user1@mailinator.	-om	
Mailing Address	100 Main Street Springfield, ME 04487			Website URL	School and a construction of the main materia		
Account Admi	nistrator						
Name	School District 6 User 1						
General Conta	ct						





5 Click on the "GET CATEGORY 2 BUDGET INFORMATION" button



Category Two	o Budget Sta	tus				
Category Two Bu • 2021 - 2025 • 2021 - 2022 (Bu		n presented below reflects data s	tarting in FY2016.			
> Show column c						
Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
	\$142,618.00	\$25,150.86	\$0.00	\$25,150.86	\$117,467,14	View Details

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click Request Replacement C2 Budget.

6 Note the message indicating that you have made changes to the C2 enrollment count and then click on the "Request Replacement C2 Budget" link



7 Review the potential replacement budget that is based on the updated student counts that you have entered

Request Repla	acement Ca	tegory Tw	o Budget	
#145 - School Dist			k Cancel.	
> Show Column Do Budget Established				
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125,169.00	\$12,606.00
Replacement Budge	et, If Requested, f	or Funding Yea	ars 2022 to 2025	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
		\$141,115.00		

(8) If you wish to update your budget as projected, click on the "REQUEST REPLACEMENT BUDGET" button



Districts: Replacement C2 Budget

If you wish to remove the request for a replacement budget, you can return to the "Request Replacement Category Two Budget" screen through the following path: School Summary Page >>> "Related Actions" link >>> "Request Replacement Category Two Budget" link

Request Repla #132761 - SCHOOL To remove this replacement C2 budg > Show Column De Budget Established in	DISTRICT DEMONST et. click 'Remove Replacement Budget finitions	RATION 111	dget	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854	Preliminary	\$142,618.00	\$25,150.86	\$117,467.14
Replacement Budget	t, If Requested, for Fu	inding Years 202	4 to 2025	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387	Forecast	\$398,629.00	\$25,150.86	\$373,478.14
		1.000 March		

Click on the "REMOVE REPLACEMENT BUDGET" button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you have requested.

Independent Schools



What data should schools update?

Independent schools report student counts for two purposes:

- 1. To calculate your school's E-Rate discount percentage → REQUIRED ANNUALLY I←
- 2. To update data for your school's Category 2 Budget → REQUIRED FIRST YEAR APPLYING FOR C2 \+
 - → OPTIONAL SUBSEQUENT YEARS +
 - you only need to update these student counts once for your 5 Year C2 Budget
 - If you previously entered budget data for the FY2021 FY2025 cycle, you are not required to update it
 - If you wish to if your student data has fluctuated to your benefit, such as an increased student enrollment – you may request to update your school C2 budget data



Independent Schools: Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY +



My Applica	nt Land	ling Page		Funding Request Repo					
	versal Se ninistrativ			FCC Form 500 SPIN Cl Manage Users Manag					
Welcome, Independent	School 5!								
Pending Inquir	ries								
Туре	Select a Type)	-	Application/Request	Enter an Applie	cation/Reque	est		
Funding Year	Select a Fund	ding Year	•						
						[APPLY F	ILTERS	CLEAR FILT
Pending COMAD Inquiries	are not included.								
Application/Request N	lumber	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Dat	e i	Extn.	Status
Application/Request N	lumber	Nickname		ns available		Due Dat	e i	EXUI.	Status
	Jumber Please select a			ns available	• All	Due Dat	e i	EXUI.	Status
Notifications		value	No iten	ns available			e i	EAUI.	Status
Notifications Notification Type	Please select a	value	No iten	ns available	 All Generated Not Generated 	1	ated On	EXU.	Status
Notifications Notification Type Funding Year	Please select a	value ding Year	No iten	ns available Status 📀	 All Generated Not Generated 	1			Status
Notifications Notification Type Funding Year	Please select a	value ding Year	No iten	ns available Status 🖓 Generated B	 All Generated Not Generated 	1			Status
Notification Type Funding Year Notification	Please select a	value ding Year Description	No iten	ns available Status 🖓 Generated B	 All Generated Not Generated 	1	ited On	ip Code	Status

 On the Landing Page, scroll to the "My Entities" section and click on the link for your school

The summary page for your school will display

(2) Click on the "…" button and choose the "Manage Organization" option from the menu

Records / Applicant Ent #10513 - In	ndependent So	:hool 5			ADD OR REMOVE EXISTING	USERS	MANAGE USER PERMISSIONS	••• •
	er Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC Forms		ge Organization y Account Administrator	-
Organization I Name	Details Independent School 5			Applicant Type	School	Manag	e a Customer Service Case ge General Contact ge Annexes	
Entity Number FCC Registration Number				Status	Active	Create	ge Organization Relationships e FCC Form 470	
Contact Inform							e FCC Form 471 e FCC Form 486	
Physical Address	Springfield, ME 04487			Phone Number Email	111-222-3333 independent.school5.user1@	_ `	ge Contracts e Appeal	
Mailing Address	100 Main Street Springfield, ME 04487			Website URL		Create	SPIN Change Request	•
Account Admi	nistrator							
Name	Independent School 5 User 1							
General Conta	ict							
Name	Independent School 5 User 1							



An editable version of the summary page will display

Immary Customer Service Modifications Additional Information	Discount Rate Category Two Budget	Contracts FCC Forms FRN Appeals News Related Actions
Modify An Organization		4 Then scroll down
Name *	Organization Type	the page to the "School
Independent School 5	Applicant	Information" section
Physical Address		information section
Address Line 1*	Zip Code *	
100 Main Street	04487	
Address Line 2	Zip Code Extension	
City *	Click the button below	to get standard USPS address
Covingfield	County *	
Springfield		

③ Select a county if one is not already listed here



School Information	
School Sub-Type * Public School Private School 	Is this school part of a school district? No
Check All That Apply Show Help	
 Pre-K Head Start Adult Education Juvenile Justice Dormitory Charter School Number of Full Time Students * 	Tribal School New Construction School Swing Space Detention Center General-Use School Total Number of Students Eligible for National School Lunch Program (NSLP) * 1800
Community Eligibility Program (CEP)? * Yes No Does this organization have an endowment? * Yes	Alternative Discount Method * None Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
 No 	At a minimum, you should annually update:

1 the number of full time students

2 the total number of students eligible for NSLP



School	Information	
SCHOOL	mormation	

School Sub-Type * Public School Private School 	Is this school part of a school district? No
Check All That Apply Show Help	
 Pre-K Head Start Adult Education Juvenile Justice Dormitory Charter School Number of Full Time Students * 2500	 Tribal School New Construction School Swing Space Detention Center General-Use School Total Number of Students Eligible for National School Lunch Program (NSLP) * 1800
Community Eligibility Program (CEP)? * Yes No Does this organization have an endowment? * Yes No	Alternative Discount Method * None Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

(5) Edit the fields for the "Number of Full Time Students" and the "Total Number of Students Eligible for National School Lunch Program (NSLP)"

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.



Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 📀 *
2500	1900
Community Eligibility Program (CEP)? *	Alternative Discount Method *
) Yes	None 👻
• No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
Does this organization have an endowment? *	
• No	
NCES Private School ID	
year within a Category Two budget cycle, so this number needs to be updated less frequently that	arate numbers for each. You are allowed to re-use your Category Two student count from year to an the student count for your discount rate.
Total Students for C2 Budget *	
2500 FCC Registration Number 🕑	
0120400100	
CANCEL	SUBMIT

6 Click on the "SUBMIT" button to save the changes



Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL

7 Enter a Modification Nickname to remind yourself what changes were made



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname*

Updated NSLP

CANCEL

8 Click on the "SUBMIT" button



SUBMIT

Records / Applicant En	tities									
#10513 - Ir	depen	ident So	hool 5		(III)	CREATE A	NEW USER AD	D OR REMOVE EXISTING US	ERS MANAGE USER PERMISSIONS	
Summary Custom	ner Service	Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts	FCC Forms	FRN Appeals News	Related Actions	
Organization	Details									
Name	Independent	School 5			Appl	cant Type	School			
Entity Number	10513					Status	Active			
FCC Registration Number	0123456789									
Contact Inform	nation									
Physical Address	100 Main Str	eet			Phon	e Number	111-222-3333			
-	Springfield, N Penobscot	IE 04487				Email	independent.sc	hool5.user1@mailinator.o	com	
Mailing Address		eet			W	bsite URL				
Maning Address	Springfield, N Penobscot									
Account Admi	nistrato	r								
Name	Independent	School 5 User 1								
General Conta	nct									
Name	Independent	School 5 User 1								
Applicant Info	rmation									
Latitude	Not Found				Use	er-Entered				
Longitude	Not Found					Latitude				
Urban/Rural Status	Not Found					er-Entered Longitude				
School Sub-Type	Public Sch	ool				er-Entered	Urban			
	Private Sc					ral Status	orban			
	Pre-K					ommunity	No			
	Head Star	t			Eligibilit	Program ((CEP)?				
	Adult Edu	cation			Alternativ	Discount	None			
	Juvenile Ju					Method				
	Dormitory					Does this	No			
	Charter So				organizatio en	n have an lowment?		The sur	mmary page	
	Tribal Sch					Full Time	2500			
	Swing Spa	truction School				Students	1	will re-	display with	
	Detention					lumber of	1900		• •	
	General-U				Students Natio	ligible for nal School		the upt	ated NSLP	
	ESA Schoo					n Program		inform	ation	
	BIE	-				(NSLP)		ույսու		

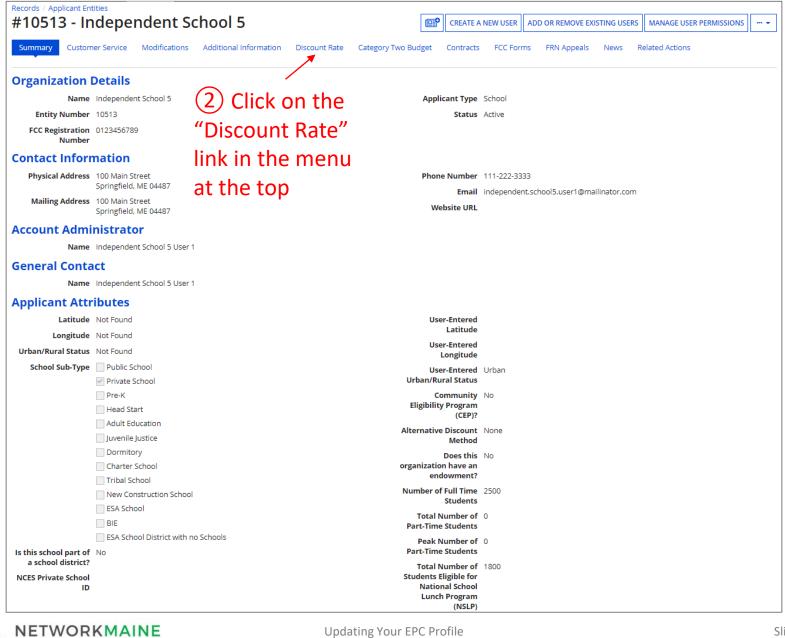
Independent Schools: Checking for Discount Rate Errors



Unit	versal Serv ninistrative			Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	nange Service Su	bstitution	Hurri	cane Imp	act Designation
Pending Inquir									
Туре	Select a Type		•	Application/Request	Enter an Applica	ation/Reque	<t< th=""><th></th><th></th></t<>		
Funding Year	Select a Funding			Application Request		non/neque			
Pending COMAD Inquiries	are not included.						APPLY	FILTERS	CLEAR FILTER
Application/Request N		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	e 1	Extn.	Status
			No item	is available					
Notifications			No item	is available					
Notifications Notification Type	Please select a val	lue	No item	is available Status 🕑	-				
	Please select a valu				 All Generated Not Generated 				
Notification Type	Select a Funding		•		 Generated Not Generated 	Genera	ted On		
Notification Type Funding Year	Select a Funding	g Year	• • Issued Date	Status 🝞	 Generated Not Generated 	Genera	ted On		
Notification Type Funding Year	Select a Funding	g Year	• • Issued Date	Status 🕑 Generated B	 Generated Not Generated 	Genera	ted On		
Notification Type Funding Year Notification	Select a Funding	g Year	• • Issued Date	Status 🕑 Generated B	 Generated Not Generated 			Zip Code	

(1) On the Landing Page, scroll to the "My Entities" section and click on the link for your school

WORKMAINE



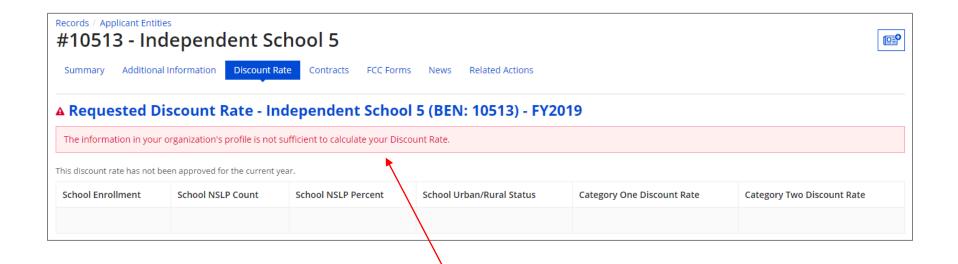
The discount rate for the independent school displays

NOTE:

Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.

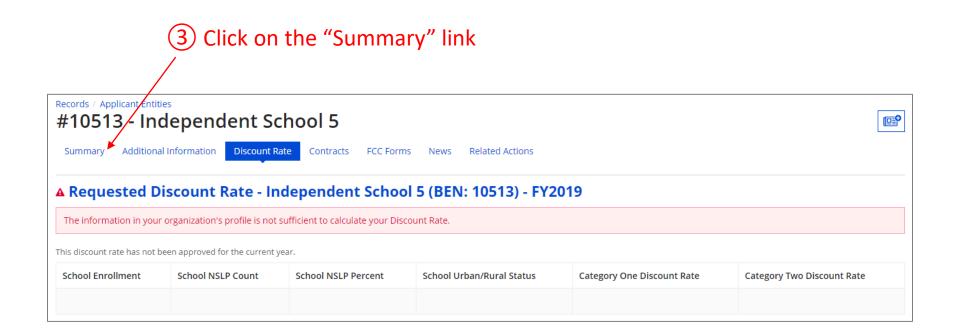
Records / Applicant Entit	dependent Sc	hool 5			(Lego)
Summary Custome	r Service Modifications	Additional Information	Discount Rate Category Two Budget	Contracts FCC Forms FRN	Appeals News Related Actions
	count Rate - Indep		BEN: 10513) - FY2020		
School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
2500	1900	76%	Urban	90%	85%



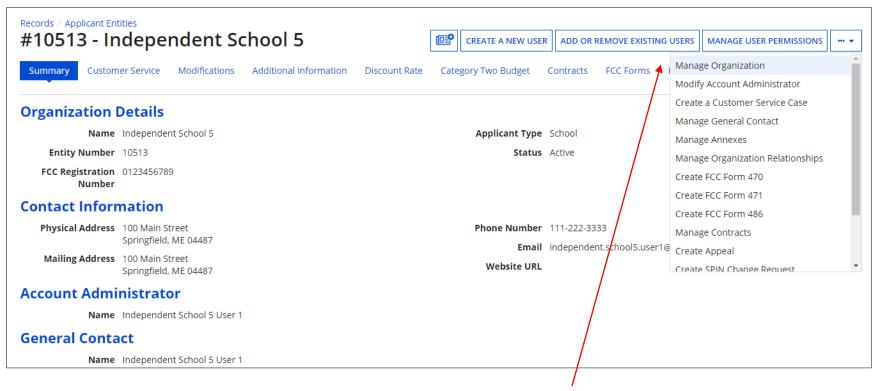


If you see an error message instead of the discount, there is an issue with the profile information for your school









4 Click on the "..." button and choose the "MANAGE ORGANIZATION" option

5) Fix any issues causing the discount not to calculate



6 Return to the "Discount Rate" section for the school and verify that the discount now displays

Records / Applicant En #10513 - Ir		dent Sc	hool 5								[]
Summary Custom	er Service	Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts	FCC Forms	FRN Appeals	News	Related Actions	
Requested Dis	count Ra	ite - Indep	endent School 5	6 (BEN: 1051	13) - FY2020						
This discount rate has no	t been approved	l for the current y	ear.								
This discount rate has no School Enrollment		l for the current y	School NSLP Percent	School Ui	rban/Rural Status	Category C)ne Discount R	ate (Category Tv	vo Discount Rate	



Independent Schools: Entering Category 2 Enrollment Data in the EPC Profile

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE (→ OPTIONAL SUBSEQUENT YEARS (←

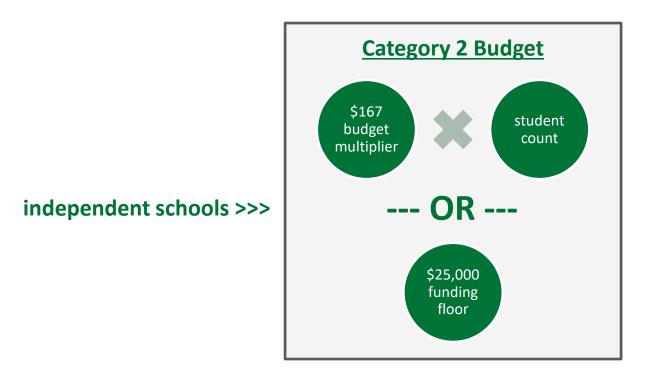
Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.



What is my C2 Budget?

The C2 budget for independent schools is based on the total number of students



the C2 budget is the greater of these two calculations



	versal Se ninistrati			Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	nange Service S	ubstitution Hur	ricane Imp	act Designat
Pending Inquir								
Туре	Select a Typ	e	-	Application/Request	Enter an Applic	cation/Request		
Funding Year	Select a Fun	oding Voor	•					
Pending COMAD Inquiries						APPL	Y FILTERS	CLEAR FILT
Application/Request N		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extn.	Status
			No item	ns available				
Notifications			No item	ns available				
	Please select a	a value	No item	ns available Status 📀	-			
Notifications	Please select a			Status 🧿	 All Generated Not Generated 	d		
Notifications Notification Type			•	Status 🧿	 Generated Not Generated 	d Generated Or	1	
Notifications Notification Type Funding Year		iding Year	۲ ۲ Issued Date	Status 🝞	 Generated Not Generated 		1	
Notifications Notification Type Funding Year		iding Year	۲ ۲ Issued Date	Status 🕢 Generated B	 Generated Not Generated 		1	
Notification Type Funding Year Notification		ding Year Description	۲ ۲ Issued Date	Status 🕢 Generated B	Generated Not Generated		Zip Code	

 On the Landing Page, scroll to the "My Entities" section and click on the link for your school

WORKMAINE

The summary page for your school will display

Records / Applicant En #10513 - In	idependent Sc	hool 5			CREATE A	NEW USER	ADD OR REMOVE EXISTING US	ERS MANAGE USER PERMISSIO	NS ¥
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts	s FCC Form	ns FRN Appeals News	Related Actions	
Organization	Details								
Name	Independent School 5			Appli	cant Type	School			
Entity Number	10513				Status	Active			
FCC Registration Number	0123456789								
Contact Inform	nation								
Physical Address				Phone	Number	111-222-333	3		
	Springfield, ME 04487 Penobscot				Email	independen	t.school5.user1@mailinator.co	m	
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot			We	bsite URL				
Account Admi	nistrator								
Name	Independent School 5 User 1								
General Conta	ict								
Name	Independent School 5 User 1								



2 Scroll down the page to the "Category Two
 (C2) Budget Information" section to review the student count information currently in your profile

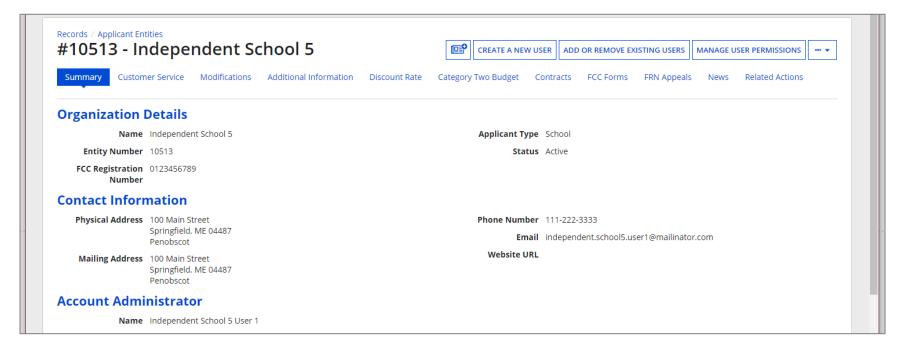
Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

Total Students for C2 2500 Budget



③ To make changes to the student count information, return to the top of the page





4 Click on the "..." button and choose the "Manage Organization" option from the menu

Records / Applicant Ent #10513 - In	udependent So	:hool 5			ADD OR REMOVE EXISTING	USERS MANAGE USER PERMISSIONS
Summary Custom	ner Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC Forms	Manage Organization Modify Account Administrator
Organization I Name Entity Number	Independent School 5			Applicant Type Status		Create a Customer Service Case Manage General Contact Manage Annexes Manage Organization Relationships
FCC Registration Number Contact Inforr						Create FCC Form 470 Create FCC Form 471 Create FCC Form 486
Physical Address Mailing Address	Springfield, ME 04487			Phone Number Email Website URL	111-222-3333 independent.school5.user1@	Manage Contracts ³ Create Appeal Create SPIN Change Request
Account Admi _{Name}	nistrator Independent School 5 User 1					
General Conta						
Name	Independent School 5 User 1					



An editable version of the summary page for your school will display

ummary Customer Service Modifications Additio	onal Information Discount Rate	Category Two Budget	Contracts F	CC Forms	FRN Appeals	News	Related Actions	IS
Modify An Organization								
Name *		Organization Type						
Independent School 5		Applicant						
Physical Address								
Address Line 1 *		Zip Code *						
100 Main Street		04487						
Address Line 2		Zip Code Extension						
ciu t		Click the button below to g	et standard LISP	Saddross				
City *		County*	set standard OSP.	5 8001655				
Springfield		Penobscot					•	
State *								



5 Scroll down the page to the "Category Two (C2) Budget Information" section

Category Two (C2) Budg	et Information	
	and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year this number needs to be updated less frequently than the student count for your discount rate.	
Total Students for C2 Budget *		
2500		
FCC Registration Number 😯		
FCC Registration Number 🕑		



6 Enter the new number of students

	gory Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.
Total Students for C2	Budget *
2600	
FCC Registration Nun	nber 🚱
0123456789	
CANCEL	у странати с

(7) Then click on the "SUBMIT" button \checkmark



8 Enter a Modification Nickname to remind yourself what changes were made

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

C2 Budget Count Updates

CANCEL

(9) Then click on the "SUBMIT" button



SUBMIT

Independent Schools: Requesting a Replacement C2 Budget

Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.

You can choose to request a budget update in any or all funding years within the budget cycle.

Be aware that unless you <u>specifically request</u> a budget recalculation, the C2 budget student count for the school will remain fixed throughout the cycle.



Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.



How do I do change my C2 budget?

Step 1: Update your C2 budget student enrollment

Note:

You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.

Step 2: Then submit a request for a replacement budget based on that enrollment

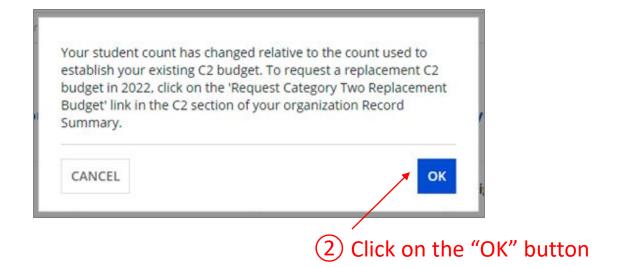
Note:

Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.

If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.

(1) Complete the steps outlined in the "Independent Schools: Entering Category 2 Enrollment Data in the EPC Profile" section of this guide to modify the C2 budget enrollment number entered in your profile.

Once you click on the "SUBMIT" button, you will see a message describing the next step. At this point you have updated the enrollment number but still need to request a replacement budget based on those numbers.





(3) Go to the school's summary page

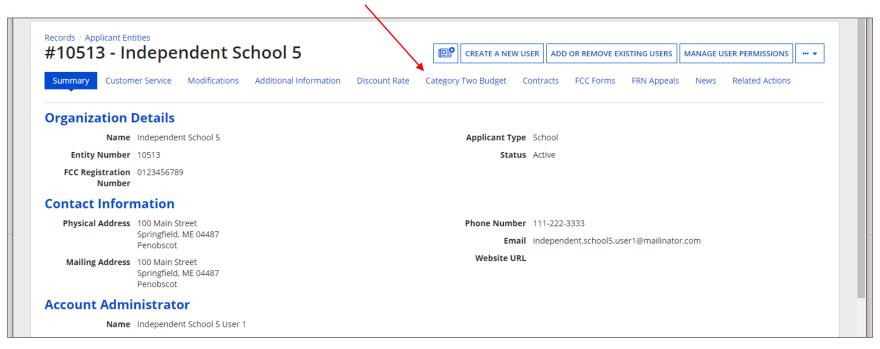
(you may already be on this page depending on your last action)

How to get there:
1) Click on the "News" link in the menu at the top of the page
2) Click on the USAC logo to go to your Landing Page
3) Click on the link for the independent school's name

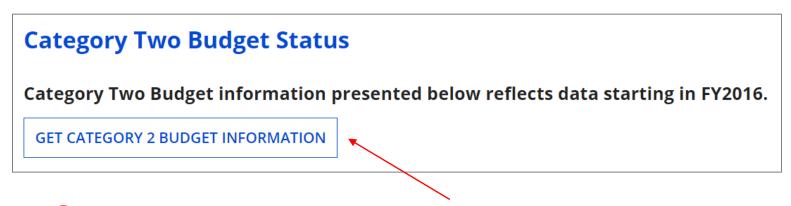
Records / Applicant En										
#10513 - Ir	idependent So	chool 5		P	CREATE A NEW USER	ADD OR REMOVE E	XISTING USERS	MANAGE U	ISER PERMISSIONS	··· •
Summary Custom	ner Service Modifications	Additional Information	Discount Rate	Category	Two Budget Con	tracts FCC Forms	FRN Appeals	s News	Related Actions	
Organization	Details									
Name	Independent School 5				Applicant Type S	chool				
Entity Number	10513				Status A	ctive				
FCC Registration Number	0123456789									
Contact Inform	nation									
Physical Address	100 Main Street				Phone Number 1	11-222-3333				
	Springfield, ME 04487 Penobscot				Email ir	idependent.school5.u	user1@mailinato	or.com		
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot				Website URL					
Account Admi	nistrator									
Name	Independent School 5 User 1									



(4) Click on the "Category Two Budget" link







5 Click on the "GET CATEGORY 2 BUDGET INFORMATION" button



Category Tw	o Budget Sta	tus				
×2021 - 2025 ×2021 - 2022 (Bu	dgeted Entity)	on presented below reflects data s	tarting in FY2016.			
> Show column o	lefinitions					
Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
			\$0.00	\$25,150.86	\$117,467.14	View Detail

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click Request Replacement C2 Budget.

6 Note the message indicating that you have made changes to the C2 enrollment count and then click on the "Request Replacement C2 Budget" link



7 Review the potential replacement budget that is based on the updated student counts that you have entered

Request Repl	acement Ca	tegory Tw	o Budget	
#145 - School Dist			k Cancel.	
> Show Column D Budget Established				
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125.169.00	\$12,606.00
Replacement Budg	et, lf Requested, f	or Funding Ye	ars 2022 to 2025	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
845	Forecast	\$141,115.00	\$125.169.00	\$15.946.00

(8) If you wish to update your budget as projected, click on the "REQUEST REPLACEMENT BUDGET" button



If you wish to remove the request for a replacement budget, you can return to the "Request Replacement Category Two Budget" screen through the following path: BEN Summary Page >>> "Related Actions" link >>> "Request Replacement Category Two Budget" link

Request Repla	cement Categ	ory Two Bu	dget	
#132761 - SCHOOL I To remove this replacement C2 budge > Show Column Def Budget Established in	et, click 'Remove Replacement Budget			
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854	Preliminary	\$142,618.00	\$25,150.86	\$117,467.14
Replacement Budget	, If Requested, for Fu	nding Years 2024	4 to 2025	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387	Forecast	\$398,629.00	\$25,150.86	\$373,478.14
CANCEL				REMOVE REPLACEMENT BUDGET

Click on the "REMOVE REPLACEMENT BUDGET" button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you requested.