



Wyoming Department of Education

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MEMORANDUM NO. 2012-095

TO: School District Superintendents
School District Computer/Technology Coordinators/Directors
Enterprise Technology Services (ETS) E-rate Representative

FROM: Chuck Mitchell, School Resources Team Supervisor
Title II Part D Enhancing Education Through Technology (EETT) Consultant
Support Systems & Resources Division

DATE: May 29, 2012

SUBJECT: Title II Part D EETT and E-rate Information

INFORMATION TO SHARE

Here is some information to share concerning the Title II Part D, EETT program. As you may know, the EETT program is coming to an end; however, some requirements remain in place. Grouped by topic below is information I currently have concerning the EETT program and E-rate requirements.

Technology Plans:

- **Remaining requirements per E-rate include approved Local Educational Agency (LEA) technology plans¹:** Priority 2 reimbursement requires LEAs to have an approved technology plan in order for the state to file on behalf of the LEAs. Form 486², Schools and Libraries Division's (SLD) Universal Service Receipt of Service Confirmation Form, asks for verification of an approved LEA technology plan.

(NOTE: E-rate requirements state that LEA shall have an approved technology plan before filing the *Description of Service Requested and Certification Form 470* application to Universal Service Administration Company (USAC), usually due in February. To meet this obligation, a draft of the LEA's technology plan must be submitted to the WDE in November prior to the technology plan's expiration date. E-rate requires an applicant's technology plan be approved prior to the start of services. The E-rate funding year begins July 1st through June 30th the following year; therefore, LEAs must receive an approved technology plan before June 30th of the expiration year.)

- **Group A's** draft technology plans are due by November 2012; final approval date is June 30, 2013; and, the report status (mid-term) is due December 30, 2014.
- **Group B's** 18 month status (mid-term) report/amendment is due December 30, 2012.
- The LEAs' technology plan timeline for Group A and B is attached.

¹ Here is a link to the USAC website about technology plans. The first paragraph has wording about the requirement for tech plans for priority 2 funding and not for priority 1 funds (per Greg Hanson, former WDE E-rate consultant).
<http://www.usac.org/sl/applicants/step01/default.aspx>

² Link to USAC's Form 486: <http://www.sl.universalservice.org/reference/8form486.asp>

Funding: REAP and Transferability into EETT - It's okay for eligible LEAs to REAP funds into EETT for the 2012-2013 year. However, *transferring* funds is not authorized. The 2010 funds end 9/30/12 with the final liquidation on 12/30/12.

Grant Close-out Information³: When funds are no longer available; when reporting is completed; when the State Educational Agency (SEA) has met the terms of the grant; and, when single audits are complete.

- **Disposition of equipment purchased with EETT funds:** May be retained for current use; and/or, may be used in other activities currently or previously supported by any Federal agency.
- **If no longer needed:** If the current per-unit fair market value is less than \$5,000 – may be retained, sold or disposed of with no further obligation to U.S. Department of Education (ED). If the current per-unit value exceeds \$5,000 and no longer needed – SEA should contact ED to discuss disposition. Further disposition details see Education Department General Administrative Regulations (EDGAR) 34 CFR 80.32.
- **Non-public school's equipment disposition,** two (2) options available to the LEA:
 - #1(a) - LEAs may allow the equipment to remain at the non-public school for continuing EETT activities; (b) – if no continuing EETT activity, may be used for other activities currently or previously supported by Federal programs that the LEA implemented for the non-public school students; (c) – LEA retains the responsibility and administrative control of the equipment, therefore, the LEA must keep the equipment on their inventories and monitor its use; and, obtain written assurance from the non-public school official that the equipment is used only for secular, neutral and non-ideological purposes and the private school personnel are informed of the limitations.
 - #2(a) - LEA may retain, sell or dispose of the equipment if the fair market value of the equipment is less than \$5,000; (b) – LEA may sell some or all of the equipment to the non-public school for its fair market value if less than \$5,000 therefore relieving the LEA of any responsibility for or control over the equipment (the LEA must develop a method to determine the fair market value); (c) – if the fair market value exceeds \$5,000, consult with ED for instructions.
 - In either case, “the LEA must engage in timely and meaningful consultation with private school officials” before making a final decision about the equipment.
- **Program records:** Retention by grantees and sub-grantees - Must maintain for three (3) years all financial and programmatic records, supporting documents, statistical records and records considered pertinent to the program regulations and grant agreement(s). The three year retention period for each year starts on the last applicable liquidation period. Details are via EDGAR, 34 CFR 80.42.

³ Information is from the PowerPoint presentation on 11/9/11 concerning the Title II, Part D (EETT) Federal Program Update delivered by the U.S. Department of Education (ED). All quotations are from the same PowerPoint presentation.

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- **Copyright concerning materials developed with EETT funding:**
 - **General Rule:** “The grantee/sub-grantee takes title to information that may be copyrighted and is entitled to use program income generated under the copyright for any purpose, not limited to those furthering the purposes of the grant.”
 - **Qualification:** “The grantee/sub-grantee’s interest in a copyrightable work is subject to the Federal government’s non-exclusive, irrevocable, and royalty-free license in the work to use it for governmental purposes and to authorize others to use it for Federal government purposes.”
- **Monitoring and Technical Assistance (TA):** SEAs are responsible to monitor and provide TA for sub-grantees as long as the sub-grantees are spending EETT funds. ED will continue to monitor and provide TA to grantees through the end of 2012 late liquidation period which ends on 3/30/14 closeout activities.

If you have questions or concerns, please contact me at 307-777-6220 or by e-mail at chuck.mitchell@wyo.gov . The E-rate program management responsibilities have moved to the Wyoming Department of Enterprise Technology Services (ETS). ETS is conducting a gap analysis to ensure the program’s properly supported. In the interim, if you have questions concerning E-rate, contact Brett Adams-Case at 307-777-8273 or by e-mail at brett.adams-chase@wyo.gov.

CM:rs

Attachment

District Technology Plan Timeline

The E-rate program requires an applicant’s technology plan written prior to submitting a Form 470 - Description of Service Requested and Certification Form. In order to comply with this requirement a draft of the District’s technology plan must be submitted to the Wyoming Department of Education (WDE) the November prior to the technology plan expiration date.

The E-rate program requires an applicant’s technology plan be approved prior to the start of services. An E-rate Funding Year begins July 1st and ends Jun 30th of the following year. The traditional start of services would be July 1st. In order to comply with this requirement the District must have submitted and have received approval of their technology plan by June 30th of the expiration year.

<http://www.usac.org/sl/applicants/step02/technology-planning/>

The No Child Left Behind Act (NCLB) Title II Part D – Enhancing Education Through Technology (Title IID) program requires recipients of the funds to have a local long range strategic educational technology plan. (Sec. 2414 (a))

The timelines below have been established to comply with the program requirements of the Title IID and E-rate programs.

<u>District</u>	<u>*Draft Due Date</u>	<u>*New Tech Plan Final Approval Date</u>	<u>*Status Report/Amendments Due Date</u>
Group A			
Big Horn CSD #1	** November 2009	June 30, 2010 (7/1/10 – 6/30/13)	**December 30, 2011 June 30, 2012
Big Horn CSD #2			
Big Horn CSD #3			
Big Horn CSD #4			
Campbell CSD #1			
Converse CSD #1			
Crook CSD #1			
Fremont CSD #1			
Fremont CSD #21			
Fremont CSD #24			
Fremont CSD #25	**November 2012	June 30, 2013 (7/1/13 – 6/30/16)	December 30, 2014
Johnson CSD #1			
Laramie CSD #1			
Lincoln CSD #1			
Lincoln CSD #2			
Normative Services	**November 2015	June 30, 2016 (7/1/16 – 6/30/19)	December 30, 2017
Park CSD #16			
Park CSD #6			
Platte CSD #1	**November 2018	June 30, 2019 (7/1/19 – 6/30/22)	December 30, 2020
Platte CSD #2			
Sheridan CSD #1			
Teton CSD #1			
Uinta CSD #4			
Uinta CSD #6			
Washakie CSD #1			
WY Boys School			

Group A Tech Plans will always be due in a YELLOW YEAR for E-Rate.

District Technology Plan Timeline Continued

<u>District</u>	<u>*Draft Due Date</u>	<u>*New Tech Plan Final Approval Date</u>	<u>Status Report/Amendments Due Date</u>
Group B			
Albany CSD #1	August 1, 2009 November 1, 2009 January 2010	(11/1/09 – 6/30/11)	November 2009
Carbon CSD #1			
Carbon CSD #2			
Converse CSD #2			
Fremont CSD #14			
Fremont CSD #2			
Fremont CSD #38			
Fremont CSD #6			
Goshen CSD #1			
Hot Springs CSD #1			
Laramie CSD #2	**November 2010	**June 2011 (7/1/11 – 6/30/14)	December 30, 2012
Natrona CSD #1			
Niobrara CSD #1			
Park CSD #1			
Sheridan CSD #2	**November 2013	**June 2014 (7/1/14 – 6/30/17)	December 30, 2015
Sheridan CSD #3			
Sublette CSD #1			
Sublette CSD #9	**November 2016	*June 2017 (7/1/17 – 6/30/20)	December 30, 2018
Sweetwater CSD #1			
Sweetwater CSD #2			
Uinta CSD #1			
Washakie CSD #2			
Weston CSD #1			
Weston CSD #7			
Wyoming Girls' School			

Group B Tech Plans will always be due in a Pink (Red) YEAR for E-Rate.

** The E-rate application window opens each year in early November. Traditionally applicants complete a Form 470 prior to the November opening. If this is the case in your district you must adjust the status report/amendment and the draft due dates. Meaning an update or draft must be submitted to the WDE prior to submitting the Form 470 for your district. Please contact WDE with questions regarding this requirement.