

## **INSTRUCTIONS FOR BUDGET/INVENTORY ANALYSIS FOR E-RATE COMPONENTS OF TECHNOLOGY PLANS**

Although not every technology goal makes use of services or equipment funded by E-Rate, the majority of them do. For each goal that does, a library must be able to demonstrate that budget requirements to pay for its share of the cost of the service or equipment are addressed. It is also necessary to demonstrate the applicant's ability to acquire and pay for all of the E-Rate **ineligible** services and equipment which is needed to reach the service goal (e.g. training, infrastructure, software).

For each E-Rate request, fill out an analysis sheet. The sheet is in Microsoft Word format. Cells will increase in size to contain the necessary information. After filling in the identifying information, in the first block list the service for which you are requesting E-Rate support. The service may be distinct (cell phone service) or it may refer to a multiple of requests that combine into a unified service (phone service including local, long distance, and cell service). If a service is going to be used for a unique purpose, it should have its own analysis sheet. You must be sure to combine all the costs and other requirements when analyzing a complex service. Enter all costs on an annual basis.

In the second block, list the goals that will be addressed using the service(s) from block 1. Goals may be identified either by listing their page and paragraph number in the current library technology plan or by a very brief narrative statement. There may be several goals involving a single service request.

Current and New Levels of Service should reflect the information in Block 3 of a Form 471 about current levels and levels after the new E-Rate requests are filled.

Budget estimates should be based on a reasonable calculation of the total cost of the service multiplied by the library's percentage of the expected discount, which then produces the amount that the library must be able to provide. Budget sources should identify the specific part of the library's budget from which the funds will be paid, including line item numbers if available. Grant or donation funds or other sources outside the regular library income should be explained. They must be already-approved funds, not a simple statement of application unless the funds are automatic on applying.

For Non-Eligible Requirements indicate the kind(s) of equipment or software which is needed to make use of the service which E-Rate is/will be funding in order to reach your goal. Then indicate how much of that equipment or software is currently available. If more or newer is needed, indicate the amount required and estimate the cost of acquiring it along with the source of the funding (see above). If no further equipment or software is needed, enter zeros in both the New Needed and the Budgeted\$ and Source of Funds fields. Remember that the library is responsible for the entire amount of these charges since they are not eligible for E-Rate.

For Professional Development, indicate the kind of training required to make use of the requested service, report the number of staff and their level of training in that skill, indicate the amount of training still needed to be delivered and to whom, and enter the estimated cost of such training as well as the source of the funds needed. (Remember that the State Library will provide Continuing Education grants for professional development beginning in 2006.)

For Retrofitting, indicate any construction or rewiring or new furniture which would be required to use the E-Rate requested service along with an estimated cost and a budget source. If none is required, indicate None in the block.

For Maintenance, indicate any SEPARATE maintenance contracts with the type and location of equipment to be maintained along with estimated cost and a budget source. This should be used to explain how the necessary but ineligible equipment will be taken care of. Some maintenance is eligible for E-Rate, and it should be listed in the top section of the analysis sheet rather than here. For maintenance contracts that are part of an eligible E-Rate contract, indicate that maintenance is limited to the service and equipment listed in the E-Rate request and that the cost is part of the amount listed in the Budget block above.

While there may be tech goals that do not require an analysis sheet because they are not affected by E-Rate, EVERY E-RATE REQUEST MUST BE REFERRED TO ON AN ANALYSIS SHEET.

This (or these) budget sheets can be used to determine the funding amounts needed to fill in Item 25D on the Form 471. They also can be used to demonstrate to auditors and PIA personnel that you have the requisite budget and have done the requisite planning necessary to comply with E-Rate requirements. Finally, they are an excellent method for updating an approved plan or drafting a new one. Copies of the sheets can be sent to Aja Razumny at the State Library to verify that planning began and proceeded in a timely manner.

The Analysis Sheet was prepared in accordance with Section 54.508(b) of the FCC's Rules and Regulations, Chapter 1 of Title 47 of the Code of Federal Regulations.

## BUDGET/INVENTORY ANALYSIS FOR E-RATE COMPONENTS

The Analysis Sheet was prepared in accordance with Section 54.508(b) of the FCC's Rules and Regulations, Chapter 1 of Title 47 of the Code of Federal Regulations.

<b>LIBRARY:</b>	<b>FUNDING YEAR:</b>
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Prepared by:

<b>Specific E-Rate Service(s) Requested:</b>
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<b>Goal(s) which are addressed by the service (either reference to a location within your plan or a brief narrative description):</b>
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<b>Current level/amount of service:</b>	<b>Level after E-Rate request is filled:</b>	<b>Budget\$ for library's share (for each charge involved in the service):</b>	<b>Planned budget source or line item for each amount:</b>

### NON-ELIGIBLE REQUIREMENTS TO MEET GOALS

<b>Hardware required:</b>	<b>Current level:</b>	<b>New required:</b>	<b>Budgeted \$:</b>	<b>Source of funds:</b>

<b>Software required:</b>	<b>Current level:</b>	<b>New required:</b>	<b>Budgeted \$:</b>	<b>Source of funds:</b>

<b>Professional development required:</b>	<b>Current level:</b>	<b>New required:</b>	<b>Budgeted \$:</b>	<b>Source of funds:</b>

<b>Retrofitting required</b>	<b>Budgeted \$:</b>	<b>Source of funds:</b>

<b>Maintenance required:</b>	<b>Current level:</b>	<b>Location of serviced items:</b>	<b>Budgeted \$:</b>	<b>Source of funds:</b>

<b>Total amount budgeted for Non-Eligible Requirements:</b>
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