

Elite Fund, Inc.

E-Rate Consulting Service

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About Us

Established in 2003, Elite Fund, Inc. is a small-town consulting company located in Stanton, MI. We work diligently to provide our customers with quality consulting service for E-rate. We partner with schools, districts, libraries, and consortia primarily across Michigan to aid them in receiving E-rate funds for their various E-rate needs.

Visit our website to meet our team members and current customers!

<https://www.elitefund.com/>

About the E-rate Program

E-rate is a federal grant that provides schools and libraries with discounts on internet access and related equipment. These eligible services are split into two categories and are subject to change each year. The current eligible services list can be found on the Universal Service Administrative Co. (USAC) website here: <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/> A brief summary can be found in the table below.

Category	Eligible Services/Equipment	
Category 1	<ul style="list-style-type: none">• internet access• transport (WAN circuit)• fiber builds¹• fiber maintenance	<ul style="list-style-type: none">• district core switches²• bus Wi-Fi service and equipment• Wi-Fi hotspot service and equipment
Category 2	<ul style="list-style-type: none">• <u>Internal Connections:</u><ul style="list-style-type: none">○ wireless access points○ wireless controllers○ antennas○ transceivers/modules○ switches• <u>BMIC:</u> maintenance on the equipment listed above• <u>MIBS:</u> monitoring of the above equipment by an outside vendor	<ul style="list-style-type: none">○ UPSs○ firewalls○ routers○ racks○ cabling○ caching servers

To receive E-Rate funding, each entity must apply for funding approval based upon the criteria established by the Federal Communications Commission (FCC) and implemented by the Schools and Library Division (SLD) of USAC. In short, an entity must do five things to receive funds:

- Competitively bid out eligible services and equipment, waiting at least 28 days to choose a vendor
- Enter a contract or Letter of Intent with a vendor for services/equipment
- Request funds after eligible services and equipment have been received
- Comply with Children's Internet Protection Act (CIPA)
- Register with SAM.gov and renew account each year

¹ Only available for school districts and library systems. For single sites, these are eligible under Category 2.

² Only available for school districts and library systems. For single sites, these are eligible under Category 2.

Regarding E-rate budgets, Category 1 has no budget for the amount of funds requested. The exception to this is Wi-Fi hotspots, which have a three-year budget from Funding Year 2025-2027. Category 2 has a five-year budget based on a school's student count and a library's square footage. These Category 2 budget cycles are set from Funding Year 2021-2025 and 2026-2030. Funds do not carry over to the new cycle, but the budget will renew at the beginning of FY 2026.

Our Services

Elite Fund, Inc. is dedicated to providing customers with the best service possible. We will go above and beyond to help our customers. **We will not make any decisions without the customer's approval.** In partnering with us, you will pay a flat-rate fee (no hidden fees) for each category that covers the following services:

- Updating enrollment and square footage information in the E-rate portal to ensure correct discounts are applied;
- Sending out consortium Letters of Agency and Form 479s where necessary;
- Completing the **Form 470** applications
 - Working with customers to create the RFP or creating the RFP ourselves (with customer's input);
 - Posting the Form 470 with the finalized RFP;
 - Tracking bids;
 - Working with the customer-chosen vendor to get the contract/Letter of Intent around;
- Completing the **Form 471** applications
 - Drafting the Form 471 based on bid from the chosen vendor;
 - Meeting virtually with customers to review the Form 471 and walk them through submitting it;
 - Answering questions from the E-rate reviewers;
- Completing the **Form 486** once the application is approved;
- Completing needed reimbursement requests once the service/project is invoiced (unless the vendor provides discounted billing);
- Completing the **Form 500** and **Service Substitution Requests**, if necessary, which may include the following non-comprehensive list:
 - Reducing the amount of an FRN (Funding Request Number);
 - Requesting a service delivery extension for non-recurring services;
 - Adjusting the contract expiration date;
 - Substituting a piece of equipment with an equivalent piece of equipment (i.e. access point for access point or switch for switch).

Service Contract Severance and Late Fees

The contract with Elite Fund, Inc. may be broken by either party with 30 days' notice. If your entity chooses to sever contract, the financial obligations are as follows:

Contract Severance Date	Payment Due
30 days prior to fiscal year	\$0
July 1 st – September 30 th	35%
October 1 st – December 31 st	75%
January 1 st or after	100%

If an invoice is not paid after 90 days, a 1% late fee will be applied.

Thank you for considering our partnership!