

FY 2016 Regional Telecommunications Councils (RTC) BUDGET

July 1, 2015 – June 30, 2016

REGION: 10

Background Information

House File (HF) 658* provides funds to the Iowa Department of Education (DE) for allocation to the Regional Telecommunications Councils (RTCs). RTCs are to plan for and expend these funds based upon the activities outlined in legislation.

HF 658* appropriates \$992,913 for state aid to the regional telecommunications councils. This appropriation is equal to the amount of funding provided in FY 2015.

Quoting from HF 658:

The regional telecommunications councils established in section 8D.5 shall use the moneys appropriated in this section to provide coordination of technical assistance for network classrooms, planning and troubleshooting for local area networks, scheduling of video sites and other related support activities.

Moneys appropriated in this section shall be distributed by the Department of Education to the regional telecommunications councils based upon usage by region.

*Please note, HF 658 has not yet been signed by the Governor.

Regional Support Services Plan Submission

The intent of the RTC Educational Support appropriation is to enhance and extend the collaboration among regional entities to develop a strong, long-term regional support system for ICN use.

The RTC is responsible for developing a budget to complete such services. Expenditures for A through C of the Regional Support Services budget should each be between 15-40%. If the RTC wishes to budget an amount outside the 15-40% range in any of these categories, unanimous approval by a quorum of RTC members is required. In addition, a written explanation (no more than three paragraphs) must be submitted to the DE along with the budget describing how the additional percentage of funds will subsidize the designated support function.

- Funds within the plan may only be allocated for staff support and equipment/software purchases that support long-term region-wide needs. For example: LAN/WAN support, scheduling hardware, regional loaner parts depot for ICN video classroom and/or Internet service, diagnostic hardware/software used for troubleshooting ICN video classrooms and/or local area networks, research services to assist schools in finding technology solutions, installation, troubleshooting assistance, training schools on technical topics, school technology planning, and wireless networking assistance.
 - Ineligible expenditures include:
 - Purchase of equipment other than as described above.
 - Monthly or annual Internet access fees.
 - Subsidizing or funding hourly ICN video fees for semester-long classes.
 - Costs related to relocating an ICN video classroom (such as building remodeling).

RTC BUDGET SUBMISSION DEADLINE IS SEPTEMBER 1, 2015 (budgets may be submitted prior to the deadline)

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1. Funding will be allocated by the DE to each RTC once during the fiscal year. HF 658 does not require a semi-annual report.
 - a) A fiscal agent must be selected to receive the funds. No administrative fees may be charged for acting as fiscal agent. The RTC should determine that the agency/institution designated as fiscal agent is prepared to accept responsibility for seeing that funds are properly audited.
 - b) The DE must approve the "Regional Support Services Budget" before the requested RTC budget amounts are released to the RTC fiscal agent.
 - a. Each community college's chief financial officer or equivalent, who is charged with acting as fiscal agent for the RTC, will certify and approve that he/she will review the expenditures incurred on the **Certification of Accountability and Transparency Form**, which is to be submitted and accompanied by the Regional Support Services Budget. If support services are provided by other regional entities such as Area Educational Agencies (AEAs), their fiscal agents (CFO or equivalent) should also certify that they will review the expenditures incurred by their organization.
 - c) The DE must receive the **Regional Support Annual Report** by July 31, 2016.
 - Each community college's chief financial officer or equivalent, who is charged with acting as fiscal agent for the RTC, will certify and approve that he/she has reviewed the expenditures incurred on the **Certification of Final Financial Accounting Form**, which is to be submitted and accompanied by the **Annual Report** by July 31, 2016. If support services are provided by other regional entities such as Area Educational Agencies (AEAs), their fiscal agents (CFO or equivalent) should also certify that they reviewed and approved the expenditures incurred by their organization.
 - d) Funds must be encumbered between July 1, 2015 and June 30, 2016. **FUNDS NOT SPENT REVERT TO THE STATE OF IOWA GENERAL FUND.** If a RTC is unable to encumber all funds requested in the budget, Region must inform DE by February 1, 2016. In order to return funds to DE, Region must submit an explanation regarding reason for the return, a signed confirmation by entities' chief financial officer or equivalent, and documentation of voting consensus by Region's membership.

If you have questions as you are completing the following template or about the process, please contact Angi Hillers at angi.hillers@iowa.gov.

Allocation

The total RTC Educational Support appropriation for FY2016 is \$992,913.

A formula has been created to distribute the RTC allocation. The formula includes: FY14 percent of Total ICN Usage for all Regions = percent of Allocation Received. ICN usage includes: Internet, data, and video from community colleges, Area Education Agencies (AEA), and K-12 schools. Charges and discounts are based on Fiscal Year 2014 financial information.

Region	FY 16 Amount	Region	FY 16 Amount
1	\$69,839.52	10	\$88,034.74
2	\$66,227.69	11	\$98,915.37
3	\$58,325.98	12	\$59,176.12
4	\$53,721.84	13	\$61,891.66
5	\$59,296.27	14	\$56,655.05
6	\$65,499.85	15	\$65,357.56
7	\$70,262.18	16	\$58,440.09
9	\$61,269.10		

FY 2016 Regional Telecommunications Councils (RTC) BUDGET
 July 1, 2015 – June 30, 2016

REGION: 10

FY2015 ICN REGIONAL SUPPORT SERVICES BUDGET

Fiscal Agent: Jim Choate
 Community College: Kirkwood Community College

	Total Expenses <i>Include one monetary amount per area</i>	% of Requested Budget
A. Technical Assistance for Network Classrooms <i>(DO NOT include FTE information.)</i> Does the RTC plan to provide first-line technical support for troubleshooting video classroom? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$8803.74	10%
B. Planning and Troubleshooting for Local Area Networks <i>(DO NOT include FTE information.)</i>	41376.33	47%
C. Scheduling of Video Sites <i>(DO NOT include FTE information.)</i>	37854.67	43 %
GRAND TOTAL	88034.74	100%

Did the budget receive approval by a quorum of RTC members (6 of 9)?
All responses are based on having the RTC fully appointed. Six members of the RTC must approve the plan.

- Yes
 No *(If no is checked, a brief explanation in the comments box must be provided.)*

COMMENTS: *(Space can also be used for percentage explanations outside of budgets.)*

See attachment at the end of this document.

RTC Vacancies

The Department of Education and Education Telecommunications Council (ETC) coordinate filling vacant RTC positions. Contact Angi Hillers at angi.hillers@iowa.gov (515) 281-4714 for more information.

I am the chief financial officer for the community college that is charged with acting as fiscal agent for the Regional Telecommunications Council (RTC) in Region 10. I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete spot audits of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.
2. All documentation components must be received and complied with by the identified timeframes or financial penalties may be incurred by the specific RTC.
3. The DE must receive the Regional Support Services Budget before the requested RTC budget amounts are released to the RTC fiscal agent.
4. Each community college's AND Area Education Agency's (AEA) chief financial officer or equivalent, who is charged with acting as fiscal agent for the entity, will certify and approve that he/she has reviewed the expenditures incurred on the Certification of Final Financial Accounting Form which is to be submitted and accompanied by the Annual Report by July 31, 2016.
 - A. If support services are provided by other regional entities such as AEAs, the entity's fiscal agents must also certify by signing and submitting a Certification of Accountability and Transparency Form and a Certification of Final Financial Accounting Form, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: _____

Name: James Choate, Chief Financial Officer (or equivalent)

Institution: Kirkwood Community College

Date: 8/27/15

LAN/WAN Support is allocated to AEA

LAN/WAN Support is NOT allocated to AEA

I am the chief financial officer for the Area Education Agency (AEA) that is charged with acting as fiscal agent. AEA 10 provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region 10. Since AEA 10 receives a financial allocation of

the RTC Educational Support appropriation through (Kirkwood Community College), I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete spot audits of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.
2. All documentation components must be received and complied with by the identified timeframes or financial penalties may be incurred by the specific RTC.
3. The DE must receive the Regional Support Services Budget before the RTC budget amounts are released to the RTC fiscal agent.
4. Each community college's AND Area Education Agency's (AEA) chief financial officer or equivalent, who is charged with acting as fiscal agent for the entity, will certify and approve that he/she has reviewed the expenditures incurred on the Certification of Final Financial Accounting Form which is to be submitted and accompanied by the Annual Follow-up Report within by July 31, 2015.
 - A. If support services are provided by other regional entities such as AEAs, the entity's fiscal agents must also certify by signing and submitting a Certification of Accountability and Transparency Form and a Certification of Final Financial Accounting Form, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: Barbara Harms

Name: Barbara Harms, Chief Financial Officer (or equivalent)

Institution: Grant Wood AEA

Date: 8/26/15

RTC 10 Regional Support Service Plan

- A. Technical Assistance for Network Classrooms
10% (under the 15-40% suggested allocation.)
Technician is able to pair trips to visit multiple locations in one outing. He often will stop by a K-12 ICN site while in route to or from a Kirkwood service location.
Technician is able to use second hand and refurbished equipment from retired rooms from our region and across the state.
- B. Planning and Troubleshooting for Local Area Networks
47% (over the 15 – 40% suggested allocation.)
Grant Wood AEA has large scale public education users including Cedar Rapids, Marion and Iowa City metro schools along with Kirkwood Community College in addition to a number of smaller schools. There have been an increasing number of schools in Region 10 being added to the One to One program creating a larger need for local network assistance.
- C. Scheduling of Video Sites
43% (over the 15-40% suggested allocation.)
Region 10 is the one of the largest users of ICN video sites. Increased time resources are devoted to the scheduling of ICN classes and meetings in high schools, libraries and colleges. Time resources are also needed for training and updates for users and local site contacts.