FY 2016 Regional Telecommunications Councils (RTC) BUDGET
July 1, 2015 – June 30, 2016 REGION: 13

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		

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FY2015 ICN REGIONAL SUPPORT SERVICES BUDGET

Fiscal Agent: Iowa Western
Community College:

	Total Expenses *Include one monetary amount per area*	% of Requested Budget
A. Technical Assistance for Network Classrooms ***(DO NOT include FTE information.)*** ***Tech Postion $15,000*** ***Travel $1,000*** Does the RTC plan to provide first-line technical support for troubleshooting video classroom?	$ 16,000	26%
B. Planning and Troubleshooting for Local Area Networks ***(DO NOT include FTE information.)***	$20,609.92	33%
C. Scheduling of Video Sites ***(DO NOT include FTE information.)***	$ 25,281.74	41%
GRAND TOTAL	$ 61,891.66	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.)***

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.

Form must be submitted to Iowa Department of Education with Regional Support Services Plan no later than September 1, 2015.

Certification of Accountability and Transparency

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 13 . 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: Eddie Holtz_____, Chief Financial Officer (or equivalent)

Institution: Iowa Western Community College Date: 8-11-2015

X LAN/WAN Support is allocated to AEA ☐ LAN/WAN Support is NOT allocated to AEA

Please print this certification page, sign, and return to: Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319

Form must be submitted to Iowa Department of Education with Regional Support Services Plan no later than September 1, 2015.

Certification of Accountability and Transparency

I am the chief financial officer for the **Area Education Agency** (**AEA**) that is charged with acting as fiscal agent. AEA 13_provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region 13. Since AEA 13 receives a financial allocation of the RTC Educational Support appropriation through Iowa Western 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: Emily Nelson

Name: Emily Nelson, Chief Financial Officer (or equivalent)

Institution: GHAEA Date: 8/6/15

Please print this certification page, sign, and return to: Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319