

ITEMS TO NOTE:

- ✓ Funds must be encumbered between July 1, 2014 and June 30, 2015. **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 2, 2015. 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.
- ✓ Each RTC funded through the General Fund RTC appropriation must submit an Annual Report by July 31, 2015. *Timeframes are not negotiable.*
- ✓ **Release of the funding for the RTC is dependent upon the receipt and approval of the required documentation by the Iowa Department of Education.**
 - Funding will be allocated by the DE to each RTC once during the fiscal year. The DE must approve the "Regional Support Services Budget" before the requested RTC budget amounts are released to the RTC fiscal agent.

Complete reports should be limited to no more than two (2) pages, and should be a unified voice for each individual RTC. The report should answer the below questions.

1. Describe the last twelve months of **Technical Assistance** activities performed for Network Classrooms (indicate current initiatives, challenges, and/or any other information).

Usage of the ICN classrooms in Region 2 is among the highest and lowest in the state. As in the past few years the number of true technical assistance calls has continued to drop but the time per call to resolve these issues has increased due to the ageing of the Mpeg room equipment. What is becoming more prevalent are contacts concerning the conversion of Mpeg classrooms to IP. We have been and are still in formulation of our approach to the conversion process and which type of conversion configuration to use, which are the big questions from most room owners. The big challenge is being sure the owners are aware of the benefits of staying on the ICN Video network. The lack of awareness of some of these benefits i.e. scheduling, reserved bandwidth, technical support, etc., by room owners (due to a number of things but changeover in personnel seems to play a major roll) as to these benefits must be ascertained and reinforced in the customer's mind before proceeding with any questions they may have. This can sometimes result in long discussions consuming a fair amount of time.

2. Describe the last twelve months of **Planning and Troubleshooting** activities performed for Local Area Network (LAN/WAN) (indicate current initiatives, challenges, and/or any other information).

During 2014-15 LAN and WAN support activities included support for Internet access, DNS, filtering, server, wireless and bandwidth issues. We provided tech audit services and provided assistance to schools to determine if they needed to continue with their video classroom and walked them through the process of shutting it down. We also consulted with schools about the Ethernet alternative to the traditional classroom. Assistance has been provided to the schools we aggregate for as we make changes on our aggregation router.

5. Explain any changes or improvements (if any) your region would like to make?

Funding from the State to support promotion and training for use of the ICN.

Provide Any Additional Comments:

Form must be submitted to Iowa Department of Education prior to July 31, 2015

See attached signature pages

Please print this certification page, sign, and return with original signature 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 prior to July 31, 2015

Certification of Final Financial Accounting

I am the chief financial officer for the **Area Education Agency (AEA)** that is charged with acting as fiscal agent. AEA 267 provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region 2. Since AEA 267 receives a financial allocation of the RTC Educational Support appropriation through North Iowa Area 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 first half of 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** 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: _____

Katherine Grove

Name: Katherine Grove, Vice President for Administrative Services

Institution: North Iowa Area Community College

Date: July 28, 2015

Please print this certification page, sign, and return with original signature to:

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Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319*

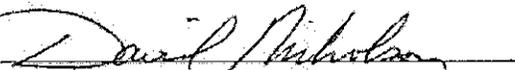
Form must be submitted to Iowa Department of Education prior to July 31, 2015

Certification of Final Financial Accounting

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 2. 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.**
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Signature: _____



Name: David Nicholson, Chief Financial Officer

Institution: AEA 267

Date: _____

7/28/15

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

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