**ECF Decisions Document**

Federal Emergency Connectivity Funds (ECF) are available to libraries to purchase laptops, tablets, mobile Wi-Fi hotpots (and data) for patrons who do not have sufficient Internet access or access to a connected device to engage in remote learning. Remote learning includes all services offered by a library that can be accessed remotely. For more information, go here: <https://www.fcc.gov/emergency-connectivity-fund>

All equipment/services are reimbursed at 100%. There is a $400 cap on laptops/tablets. SCLS has found a suitable Dell device for this purpose and here is a description from Craig: For $354.21 you will get an 11-inch laptop with Windows 10 Pro, a Corei3 processor, 4GB of RAM, 128GB SSD, a built-in webcam/mic, and a 3-year warranty. The 3190 is designed for students, so it is the "rugged" series laptop Dell offers, which means the RAM is soldered onto the motherboard and can't be upgraded. There will be no software included with this laptop and they will not be supported by SCLS.

SCLS will support SCLS member libraries in applying for ECF by submitting applications and purchasing laptops. If libraries wish to use the funds for mobile Wi-Fi hotspots and data, libraries will need to find plans that serve their area. SCLS will submit the applications to ECF for these devices. Libraries must also be CIPA compliant to receive funds for mobile Wi-Fi hotspots and data.

The ECF filing window opened on June 29, 2021 and closes on August 13, 2021. SCLS will request that libraries be ready to apply and submit their requests to SCLS by August 2.

You can use the following decision tree to assess if the ECF will work for your library.

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| The following is from the ECF order: We require that on a going forward basis before providing a library patron with eligible equipment or services, for which the library is seeking Emergency Connectivity Fund support, the library must provide the patron a copy of an eligible use policy, which explains that the equipment or service is intended for library patrons who do not otherwise have access to equipment or services sufficient to meet the patron’s educational needs. This can be a modification to your existing Internet Use Policy, or you may create a policy just for this purpose. SCLS will assist with finding sample policies. Are you willing to do this?  | If Yes, move to the next question. | If No, your library will not be eligible for ECF. |
| The following is from the ECF order: On a going forward basis, we also require that the library patron sign and return a statement that the library patron would otherwise lack access to equipment or services sufficient to meet the patron’s educational needs if not for the use of the equipment or service being provided by the library. DPI has suggested that this can be very simple as follows: “The equipment and services funded by the ECF can only be provided to patrons who do not have access to equipment or services sufficient to access the internet. By initialing this statement I declare I do not have access to such equipment or services.” Are you willing to have your patrons sign this document?  | If Yes, move to the next question. | If No, your library will not be eligible for ECF. |
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| Libraries must estimate how many patrons would have an unmet need in order to determine the quantity of each item for which to apply. The FCC says there is no data collection requirement for libraries to estimate the unmet need for library patrons. However, libraries must certify that they are seeking support for eligible equipment and/or services for library patrons that would otherwise lack adequate access. They encourage applicants to make their best efforts to estimate what they will need and apply for ECF funding in a timely manner. Are you able to make a reasonable estimate of how many eligible patrons you have who may be in need of these services in order to apply for funding by August 2, 2021?  | If Yes, move to the next question. | If No, your library will not be eligible for ECF. |
| Is the library budget completely separate from your school system? | If Yes, move to the next question. | If No, your library may not be eligible for ECF. If you are still interested in these funds, contact Vicki. |
| ECF Record retention includes:* Internet Service:
	+ Type of service (cable, etc.)
	+ Upload and download speeds
* Name(s) of recipients of service, their address and service start and end dates

All records must be retained 10 years; patron data can be anonymized. SCLS may be able to help with record retention using LINKcat (for LINKcat member libraries). Are you willing to keep these records for 10 years? | If Yes, move to the next question. | If No, your library will not be eligible for ECF. |
| Libraries that are CIPA compliant are eligible to purchase laptops or tablets and mobile Wi-Fi hotspots (and data). Libraries that are not CIPA compliant can only purchase laptops or tablets. Is your library already CIPA compliant, or are you willing to become CIPA compliant by June 30, 2022? * Create CIPA compliant InterNet safety policy
* Implement filtering solution (can use SCLS solution if you are an SCLS Network Services and PC Support participant)
* Provide reasonable public notice and hold at least one public hearing or meeting to address a proposed technology protection measure (filtering) and Internet Safety Policy (can be done at a regularly-scheduled library board meeting)
 | If your library is CIPA compliant already, proceed to the table below for Options for CIPA-compliant libraries. If your library is not CIPA Compliant, but you are willing to become compliant, move to the next question. | If your library is not CIPA compliant, and you are not willing to become CIPA compliant, your library is still eligible for using ECF funds for laptops or tablets. Move on to the next question. |
| Does your organization have an FCC Registration #?  | If Yes, move to the next question. If No, you will need one. If you are still interested and willing to get one, move on to the next question. | If No, and you are not willing or able to get one, your library will not be eligible for ECF.  |
| All applicants must have an ECF organization account when the grant application is submitted by SCLS (no later than August 12, 2021). Are you willing to set up an ECF organization account by calling the ECF 1-800-234-9781 support number, M-F 8 am to 8 pm ET?  | If Yes, proceed to the table for Options for non-CIPA-compliant libraries. | If No, your library will not be eligible for ECF. |

Options for non-CIPA-compliant libraries

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| Your library is eligible to purchase tablets or laptops and they do not need to be filtered. If you are willing to use the Dell laptop identified as suitable for this grant (see description at top of document), SCLS will assist you with requesting ECF for the laptops. SCLS will work with you to accomplish the required tasks.  | If you are interested, fill out this [Form](https://docs.google.com/forms/d/e/1FAIpQLSdTc4ZxXTYHFS4ghTae6U3z_yAYjyR-Xd81ynxD5YX9ENsuxw/viewform?usp=sf_link). | If you are not interested in these laptops, you may find an alternative and apply for the grant on your own.  |

Options for CIPA-compliant libraries

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| Your library is eligible to purchase tablets or laptops, but they must be filtered. Your library is also eligible to purchase mobile Wi-Fi mobile hotspots (and data) which also must be filtered. SCLS is recommending that tablets or laptops be circulated with a mobile Wi-Fi hotspot (with data) also purchased with ECF funds. The mobile hotspot will need to be enabled to filter devices connected to it. The library will need to find mobile hotspot data plans that serve their area. The library will also be responsible for configuring the mobile Wi-Fi hotspot to be filtered. It is not clear if these laptops must continue to be circulated only to patrons demonstrating need beyond June 30, 2022. If it is necessary to do so, you may need to fund the data plan for the mobile hotspots beyond June 30, 2022. Is your library interested in purchasing laptops along with a mobile Wi-Fi hotspot for each laptop?  | If yes, move to the next question.  | If you are not interested in purchasing laptops, but would like mobile Wi-Fi hotspots, skip the next question, and go to the last row. |
| If you are willing to use the Dell laptop identified as suitable for this grant (see description at top of document), SCLS will assist you with requesting ECF for the laptops. SCLS will work with you to accomplish the required tasks. You will also need to purchase the Wi-Fi hotspot (and data) for each laptop (see above).  | If you are interested, fill out this [Form](https://docs.google.com/forms/d/e/1FAIpQLSdTc4ZxXTYHFS4ghTae6U3z_yAYjyR-Xd81ynxD5YX9ENsuxw/viewform?usp=sf_link). | If you are not interested, well, this is the end (unless you want mobile hotspots only, then go to the next question). |
| If you are interested in purchasing mobile Wi-Fi hotspots (and no tablets or laptops) and you are willing to find plans that serve your area, SCLS will assist you with requesting ECF for the mobile hotspots. SCLS will work with you to accomplish the required tasks. The library will also be responsible for configuring the mobile Wi-Fi hotspot to be filtered. Is your library interested in purchasing mobile Wi-Fi hotspots?  | If you are interested, fill out this [Form](https://docs.google.com/forms/d/e/1FAIpQLSdTc4ZxXTYHFS4ghTae6U3z_yAYjyR-Xd81ynxD5YX9ENsuxw/viewform?usp=sf_link). | If you are not interested, well, this is the end. |