# Monthly Payment Request ("MPR") Submissions

## General Instructions

1. Email MPR Worksheet Submissions to OUSF@occ.ok.gov and nicole.stephens@vantagepnt.com
   a. Email subject line should be "OUSF – [Carrier] – MPR Submission" or similar.
2. The MPR submission window is from the 26th to the 10th of the month for approval by the 25th.
   a. Example: An MPR submission received between January 26 and February 10 will be processed, and funding disbursed, by February 25.
   b. If the 10th falls on a weekend or State holiday, submissions will be due the following business day.
   c. Submissions received outside the window will not be accepted and should be resubmitted when the next window opens.
3. The MPR may include any and all Monthly Recurring funding approved prior to the submission deadline, but should not include:
   a. Lump Sum funding (this is disbursed automatically upon approval in a cause, without any further action on your part);
   b. Funding which has not yet been approved (including causes and Change Requests still pending at the submission deadline); or
   c. Funding for services which have changed price, bandwidth, or demarc location (all changes must be approved through a cause or Change Request to receive ongoing funding).
4. If any corrections are made to the MPR Worksheet during the review process, or if any adjustments are made to requested funding, the Monthly Payment Team ("MPT") will send a revised worksheet detailing the changes on or around the 25th of the month, once monthly funding levels are finalized. Please review these revised worksheets and make note of the changes when preparing the following month's request.
5. If you have any questions, you can send an email to the OUSF team at OUSF@occ.ok.gov.

## MPR Worksheet

1. **Introduction Tab**
   a. Enter the service provider ID (OK00####).
   b. Enter the service provider name.
2. **Checklist Tab**
   a. Initial each item on the checklist to affirm that you have completed the necessary review step when preparing the submission. If an item does not apply to you (e.g., if this is your first submission), enter "N/A."
   b. Enter the name of the submission preparer.
   c. Enter the date the MPR Worksheet was completed.
3. **Schools & Libraries Tabs**
   a. Original / Revised (column A)

    i. If funding has been previously been requested and approved for the same circuit and service period, enter “Revised”; otherwise, enter “Original.”
    ii. If funding was previously requested but was denied or deferred, you would still enter “Original” when requesting again.

b. Cause Number (column B)
    i. The 9-digit PUD or OSF Cause Number in which funding for the circuit was most recently approved. Ex: 201700789.

c. Beneficiary/Circuit Name (column C)
    i. Use this space to identify the circuit – you may enter whatever is helpful to you here. While it is not recommended, you may leave it blank if you prefer.
    ii. This column is primarily for your benefit. This information is not required and is not uploaded to the OUSF database.

d. Circuit ID (column D)
    i. Enter the ID of the circuit which provides the service to the end user.
    ii. In order to avoid database errors, please be sure to use the exact Circuit ID that was established in a Cause or Change Request. If you believe the established Circuit ID to be incorrect, please contact the MPT to correct it.

e. Circuit Disconnect Date (column E)
    i. If the circuit has been disconnected, enter the final date on which service was provided and the customer was charged; otherwise, leave this space blank.

f. Type of Service (column F)
    i. For recurring charges, enter “Internet” or “WAN.”
    ii. For non-recurring charges (construction, installation, upgrade fees, etc.), enter “Non-Recurring.”

g. Actual Monthly Invoice Amount (column G)
    i. Enter the full invoiced charge for the service, before any adjustments or ineligible charges are removed. The amount should include all components of the service (e.g., internet maintenance, managed router, QoS). Do not enter component charges as separate line items.
    ii. Enter only charges that are directly applicable to the service (e.g., telephone charges should not be included for an Internet line), even if other charges are included on the same invoice.
    iii. This amount should be prorated for partial-month service periods (e.g., if a circuit was disconnected mid-month).

h. OUSF Determined Monthly Invoice Amount (column H)
    i. The portion of the invoiced charge for the service which is eligible for OUSF funding. This amount is established in a Cause or Change Request.
    ii. This amount should be prorated for partial-month service periods (e.g., if a circuit was disconnected mid-month).

i. E-rate Year (column I)
    i. The E-rate Funding Year in which the service period falls.

        ii. This column is calculated when the Check Data macro is run; you do not need to enter a value.
    j. E-rate Discount % (column J)
        i. Enter the E-rate discount rate for the given funding year.
        ii. If a commitment has not yet been issued, use the "Original" discount rate from FCC Form 471.
    k. Monthly Net of E-rate (column K)
        i. The OUSF Determined Monthly Invoice Amount less applicable E-rate funding; generally, this will equal the amount of OUSF funding available.
        ii. This column is calculated when the Check Data macro is run; you do not need to enter a value.
    l. Invoice Date (column L)
        i. Enter the date of the invoice which contains the charges for the given service period.
    m. Beginning Service Date Included (column M)
        i. Enter the first date of the service period being requested.
    n. Ending Service Date Included (column N)
        i. Enter the final date of the service period being requested.
        ii. Service periods may be no longer than one month; if a service period of greater than one month appears on the invoice, it must be prorated and requested as separate line items on the MPR.
        iii. Funding should not be requested for service beyond the end of the current disbursement month, regardless of invoice date.
    o. Amount Sought (column O)
        i. Enter the amount of funding requested. Generally, this should equal the Monthly Net of E-rate from column K.
    p. Remarks (column R)
        i. Enter any comments you may have. This column is not required.

4. **Telemedicine Tab**
    a. For columns not listed here, refer to the instructions in the Schools and Libraries section above.
    b. Funding Approved or Updated After Passage of HB 2616? (column C)
        i. After HB 2616 was passed on May 9, 2016, the funding calculation for Telemedicine changed to be based on a *percentage* (similar to the E-rate discount), rather than a *dollar amount*. This column is used by formulas in the worksheet to determine which calculation to use.
        ii. In most cases, you should enter a "Y" if funding was approved in a cause filed, or a Change Request approved, after May 9, 2016; otherwise, enter an "N."
    c. USAC RHC Year (column J)
        i. The Rural Health Care Program Funding Year in which the service period falls.
        ii. This column is calculated when the Check Data macro is run; you do not need to enter a value.
    d. USAC RHC Funding Amount (column K)

        i. The monthly amount of Rural Health Care funding committed for the service.
        ii. If a commitment has not yet been issued for the given service period, enter the last known committed value; it can be trued up when a commitment is issued.
    e. USAC RHC Funding % (column L)
        i. The monthly amount of Rural Health Care funding committed for the service, as a percentage of the total invoice amount, rounded to two decimal places.
        ii. For the Healthcare Connect Fund ("HCF"), this should equal 65%, times the pro rata adjustment factor (if any).
            1. Example: HCF Funding Requests submitted in the second window of Funding Year 2016 received a pro rata adjustment factor of 92.52804%. For these services, you would enter 65% x 92.52804% = <u>60.14%</u> (after rounding to two decimal places).
        iii. For the Telecommunications Program, this should be calculated by dividing the monthly commitment funding by the Actual Monthly Invoice Amount.
            1. Example: if the Actual Monthly Invoice Amount is $10,000, and the monthly funding commitment is $8,765.99 after any pro rata adjustment factor is applied, you would enter <u>87.66%</u> (be sure to round to two decimal places).
    f. Monthly Net of USAC RHC Funding (column M)
        i. The remaining invoice amount after Rural Health Care funding has been applied; generally, this will equal the amount of OUSF funding available.
        ii. This column is calculated when the Check Data macro is run; you do not need to enter a value.
5. **Lifeline Tab**
    a. For columns not listed here, refer to the instructions in the Schools and Libraries section above.
    b. Beginning Enrollment Date Included (column C)
        i. The beginning date of the enrollment period for which funding is being requested.
    c. Ending Enrollment Date Included (column D)
        i. The ending date of the enrollment period for which funding is being requested.
        ii. The enrollment period <u>must</u> be exactly one month; providers typically utilize a calendar-month cycle.
    d. Beginning Customer Count (column E)
        i. The total number of subscribers on the Beginning Enrollment Date.
        ii. This number <u>must</u> equal the Ending Customer Count from the prior month.
    e. Customers Added (column F)
        i. The number of new subscribers enrolled during the enrollment period.

f. Customers Removed (column G)
    i. The number of subscribers disenrolled during the enrollment period.
g. Ending Customer Count (column H)
    i. The total number of subscribers on the Ending Enrollment Date.
    ii. This column is calculated when the Check Data macro is run; you do not need to enter a value.
h. Lifeline Credit Amount (column I)
    i. The per-line credit amount authorized by the Oklahoma State Legislature (currently $0.02).
    ii. This column is populated when the Check Data macro is run; you do not need to enter a value.
i. Total Lifeline Funding Due (column J)
    i. The total Lifeline funding to be disbursed—equal to the Ending Customer Count times the Lifeline Credit Amount.
    ii. This column is calculated when the Check Data macro is run; you do not need to enter a value.

6. **Check Data**
    a. Once you have entered the necessary data on all tabs, return to the Introduction tab and click the green "Check Data Now" button to run the Check Data macro. A dialog box should pop up informing you of any errors; review and correct the errors (highlighted in red) and run the macro again.
    b. If you are having trouble running the Check Data macro, make sure macros are enabled in Excel.