

Connecticut Education Network
POLICY FOR NETWORK CONNECTION RELOCATION - Revised
Revised Version Adopted, January 30, 2008

Policy Overview:

Each year, there are instances where an existing CEN participant site needs to temporarily disconnect or permanently relocate a CEN connection due to building renovation or emergency circumstance. This policy defines how expenses related to these temporary and permanent CEN changes should be funded. It is intended to apply globally to all CEN primary participant sites, which include all public and private institutions of higher education, all public school districts, all principal public libraries, the Commission for Educational Technology, and state agencies of the State of Connecticut.

This policy states that the Commission for Educational Technology solicit, review and submit expenses related to these relocations as a State budget option in advance of each biennial budget process. This policy directs the CEN staff to notify all CEN participants that it is their responsibility to plan for a 2-3 year biennial funding process for these expenses if they seek state assistance. This policy also states that in the event a participant does not sufficiently notify the CEN in accordance with this policy, or if the State fails to fund a central relocation contingency fund, the expenses related to the relocation will be carried by the local entity.

The CET will follow the following procedures to allow for administrative and financial timing of the funding to be aligned with the State's biennial budget process.

1. For public school locations, the CET and CEN will coordinate with the Department of Education school facilities division to assure that all building projects for which the Department will recommend legislative approval are coordinated as potential CEN relocations. Following the submission by school districts by June 30th each year, the Department of Education will provide a list of sites requesting approval for their projects to the CEN staff by July 15th of each year.
2. By June 1st of each year, the CEN staff will ask all CEN participants not regulated by the Department of Education school facilities programs for any projects impacting CEN connections in the upcoming 36 to 48 months. Each participant with a potential project must respond in writing to the CEN staff no later than July 15th of any given year. Sites who fail to participate in this advance planning and coordination requirement should not expect state support for related activities at a later date.
3. Upon receipt of notification of a potential project, CEN Staff will provide written confirmation of receipt of the request within 30 days. During the summer and fall of each year, the CEN staff will review each potential construction project, contact the site to determine specific impacts and estimate a cost for the

- project. CEN will research options and cost estimate and report back to the requestee and offer payment options.
4. By September 30th of each year, CEN staff will present to the Network Advisory Council a list of projects and their estimated costs for review. The Network Advisory council will present its recommendations to the CET who will list and submit a budget option for bond funds to the legislature to fund these connections.
 5. Upon recommendation from the Network Advisory Council, the CET will also estimate a contingency fund for unexpected expenses related to unplanned emergencies and will include that funding request with the planned construction funds. This contingency should account for several minor events during each fiscal year.
 6. Upon enactment of a bond package containing the CET recommended and legislatively approved projects and as an acknowledgement of the 6-9 month construction cycle for new CEN connections, the CEN/CET will ask for release of funds from the Bond Commission on a per project basis approximately 9-12 months prior to expected completion of each individual project.
 7. For sites that are E-Rate eligible and to the extent the CEN staff can reasonably estimate completion of a project within a given E-Rate cycle and align the expenses with an E-Rate application, bonding release and federal funding window, E-Rate reimbursement for expenses must be sought through the federal program.

Overview of Expenses Related to this policy

The relocation and construction expenses may range from only several thousand dollars per site to perhaps one hundred thousand dollars per site. Many of the expenses would be ineligible for reimbursement under any existing state program, and it is conceivable that economic realities of construction projects would undermine the state's investment in ultra-broadband if the locations were left to their own mechanisms to fund these expenses among other construction costs. Because costs are partially dependent on distance to the nearest existing service, it is likely that the most expensive relocations are likely to be the smaller and more rural CEN sites, which means that without state assistance, those sites are likely to face a disproportionately large cost.

In many cases, the CEN participants have years of advance knowledge that these projects will occur and funding may be required to relocate the CEN service. In many cases, the Department of Education School Construction department is engaged in the approval of plans years before construction begins. In the case of libraries or college campuses, similar multi-year fundraising or planning are typical before service is actually impacted.

The expenses addressed by this policy arise primarily in two cases:

- 1.) A CEN connected site undergoes a renovation which effects the cabling from CEN to the information systems in the location. Expenses generally include

disconnecting the existing connection and repairing continuity to the CEN while the site is offline, reinstallation of the cable to the same or new location once a pathway is complete and reactivation of that equipment. These expenses could be expected to be between \$500 and \$2000 for copper cable sites and between \$5,000 and \$15,000 for optical sites per site per project.

- 2.) A CEN connected site is “decommissioned” as a CEN site and repurposed or demolished, causing the CEN primary participant to designate a new location where they wish for CEN to connect to them. Due to the individual design and distance criteria associated with these relocations, costs for copper sites could be between \$500 and \$2000 for copper connected sites and between \$10,000 to as much as \$100,000 for fiber connected sites. In some instances the site may wish to leave CEN at the original site to be available when the location is re-commissioned for another CEN related purpose.

Source; [CET Policy Website](#)- 09/19/2018