

GRANT COOPERATIVE AGREEMENT

**AMENDMENT TO
FINANCIAL ASSISTANCE AWARD**

ACCOUNTING CODE

** See Attached **

AWARD NUMBER

EDU.01

RECIPIENT NAME

EDUCAUSE

AMENDMENT NUMBER

12

STREET ADDRESS

1150 18th Street, N.W., Suite 1010

EFFECTIVE DATE

MAR 21 2006

CITY, STATE ZIP

Washington, D.C. 20036

EXTEND WORK COMPLETION TO

September 30, 2011

CFDA No. and Project Title

11.SP - Policy Authority and Administration of the edu gTLD

COSTS ARE REVISED AS FOLLOWS:	PREVIOUS ESTIMATED COST	ADD	DEDUCT	TOTAL ESTIMATED COST
FEDERAL SHARE OF COST	\$54,000.00	\$0.00	\$0.00	\$54,000.00
RECIPIENT SHARE OF COST	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ESTIMATED COST	\$54,000.00	\$0.00	\$0.00	\$54,000.00

REASON(S) FOR AMENDMENT

This cooperative agreement is amended to approve a revised timeline to begin the billing process on May 1, 2006. This request was submitted via an electronic mail submission to the Federal Program Officer on February 14, 2006. All other details of the revised timeline remain the same.

This Amendment approved by the Grants Officer is issued in triplicate and constitutes an obligation of Federal funding. By signing the three documents, the Recipient agrees to comply with the Amendment provisions checked below and attached, as well as previous provisions incorporated into the Award. Upon acceptance by the Recipient, two signed Amendment documents shall be returned to the Grants Officer and the third document shall be retained by the Recipient. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

Special Award Conditions

Line Item Budget

Other: Revised Timeline for .EDU Billing



SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

DATE

Joyce F. Bringham

3/21/06

TYPED NAME, TYPED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

DATE

Mark Luker, Vice President, EDUCAUSE

Mark Luker

3/23/06

Award ACCS Information

Project - Task	Organization	Object Class	Obligation Amount
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Award Contact Information

First Name	Last Name	Email	Phone
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NIST Grants Officer:

Joyce Brigham
100 Bureau Drive MS 1650
Gaithersburg, MD 20899
301-975-6329

NIST Grants Specialist:

Judy Murphy
100 Bureau Drive MS 1650
Gaithersburg, MD 20899
301-975-5603

Revised 20060214

EDUCAUSE Proposed Business Process for .EDU Billing

Process for Year 1 = 2006

May 1 (90 days out from payment due date)

- Send e-mail and paper communication (see copies below) to all domain administrative and technical contacts to notify them that billing will be starting:
 - Tell them that we have assigned their administrative contact to be their billing contact initially and they can change their billing contact at the .EDU domain site.
 - Tell them that the billing contact will receive an invoice in February with payment due April 1.
- Send communication to Higher Ed associations (ACE & presidential associations) and accrediting agencies to get the word out in the community.
- Post an announcement on the EDUCAUSE site.
- Post an announcement on the .EDU domain site.
- Revise the application form for obtaining a new .EDU domain name to collect information on the billing contact as well as the administrative and technical contacts.
- Begin to display the domain expiration date in WHOIS queries.

June 1 (60 days out)

- Send E-mail and paper invoices to all domain billing contacts.
 - E-mail message will include a "cover letter" and an attached PDF invoice.
 - Paper invoice will include a cover letter printed on EDUCAUSE letterhead and the actual invoice, printed on EDUCAUSE invoice stock (preprinted with logo/contact info and perforated for the remittance stub).
- Domain contacts will log in to the .EDU domain site to pay their outstanding balance via credit card.
 - Payment must be made in US currency.
 - Checks and POs will not be accepted.
 - Contacts must check a box to accept the user agreement at the time of payment.

July 1 (30 days out)

- Send an E-mail reminder to all domain billing contacts.
 - E-mail message will include a "gentle reminder cover letter" and an attached PDF invoice.

August 1 (due date)

- Send E-mail overdue notices to all domain billing contacts.
 - E-mail message will include an "overdue cover letter" that warns of the consequences of non-payment and an attached PDF invoice.
- Modify the application form for obtaining a new .EDU domain name to require payment as part of the application process.
 - Payments for new names will run for 12 months from the date of signup, not January 1 to December 31.
 - If a .EDU domain name request is denied, the payment will be refunded.
 - Contacts must check a box to accept the user agreement at the time of payment.

September 1 (30 days overdue)

- Send E-mail and paper overdue notices to all three domain contacts.
 - Each message will include a "really overdue cover letter" that warns of the consequences of non-payment and an attached PDF invoice.

October 1 (60 days overdue)

- Send E-mail and paper overdue notices all three domain contacts.
 - Each message will include a "really, really overdue cover letter" that warns of the consequences of non-payment and an attached PDF invoice.
 - Send a paper notice with a tracking mechanism to domestic domain holders only (certified mail, FedEx, etc).
- Publish a report of delinquent domains on the .EDU web site.

December 1 (120 days overdue)

- Place unpaid domains names on hold so they no longer function.
- Reinstate domains names promptly upon proper notification and payment to EDUCAUSE.

January 1, 2007 (150 days overdue)

- Delete unpaid domain names.

Every month of the first year of billing

- Report status to DoC
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Process for Years after 2006

July 1 (30 days out)

- Send E-mail & paper invoices to all domain billing contacts.
 - E-mail message will include a "cover letter" and an attached PDF invoice.
- Domain contacts will log in to the .EDU domain site to pay their outstanding balance via credit card.
 - Payment must be made in US currency.
 - Checks and POs will not be accepted.
 - Contacts must check a box to accept the user agreement at the time of payment.

August 1 (due date)

- Send E-mail overdue notices to all domain billing contacts.
 - E-mail message will include an "overdue cover letter" that warns of the consequences of non-payment and an attached PDF invoice.

September 1 (30 days overdue)

- Send E-mail and paper overdue notices to all three domain contacts.
 - Each message will include a "really overdue cover letter" that warns of the consequences of non-payment and an attached PDF invoice.

October 1 (60 days overdue)

- Send E-mail and paper overdue notices all three domain contacts.
 - Each message will include a "really, really overdue cover letter" that warns of the consequences of non-payment and an attached PDF invoice.
 - Send a paper notice with a tracking mechanism to domestic domain holders only (certified mail, FedEx, etc).
- Publish a report of delinquent domains on the .EDU web site.

November 1 (90 days overdue)

- Place unpaid domains names on hold so they no longer function.
- Reinstate domains names promptly upon proper notification and payment to EDUCAUSE.

December 1 (120 days overdue)

- Delete unpaid domain names.

Every quarter after first year of billing

- Report status to DoC