

# E-rate Program Applicant Training

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## **Direct BEAR Payment Process**

October – November 2015

Washington DC • Tampa • Albuquerque • Minneapolis • New Orleans • Los Angeles • Philadelphia • Portland

## Agenda

- Current Process
- Future Process
- Timeline
- FCC Form 498 Information
- Common Invoicing Mistakes
- Deadlines

## FCC Form 472 - Currently

- Applicant fills in Block 1, Block 2 – request information
- Applicant fills in Block 3 – certifications
- Applicant obtains service provider certification on Block 4
- Applicant submits BEAR
  - Paper mailed to Kansas
  - Online – automatic after service provider certification

## FCC Form 472 - Currently

- USAC processes invoice
- USAC approves funds
- USAC sends BEAR Notification Letters 2 weeks prior to funds being paid
- USAC electronically sends funds to service provider
- Service provider passes funds to applicants
  - Must send funds within 20 business days

## FCC Form 472 – Changes – beginning July 1, 2016

- Online Only - via EPC Portal
- Paper BEAR will be discontinued July 1, 2016
- Certifications to change
- No longer require service provider certification
- May require some information during invoice review
- Applicants paid directly via electronic transfer

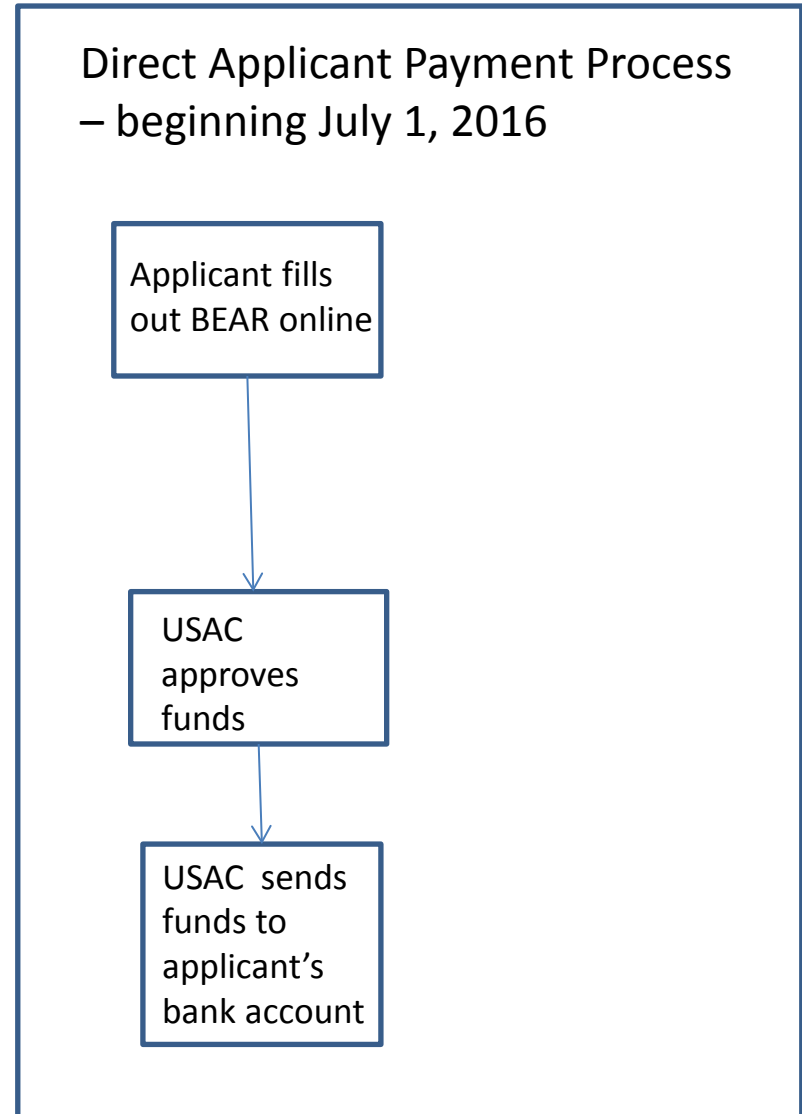
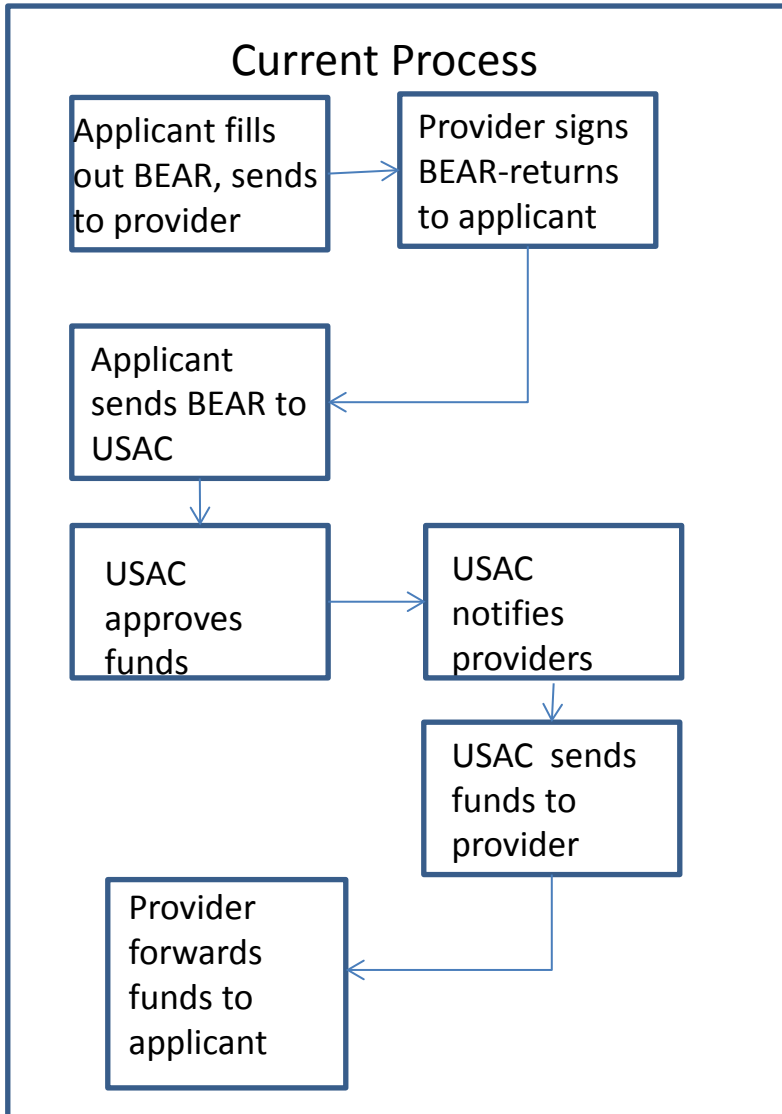
## FCC Form 472 – Changes – beginning July 1, 2016

- Applicant logs into EPC portal to access invoice
- Applicant fills in information: SPIN
- Applicant fills in request: FCC Form 471 number, FRN, Dates, Amounts
- Applicant reviews and certifies information
- Applicant submits BEAR – only online
  - No service provider Certification Required

## Direct Payment – beginning July 1, 2016

- Payments scheduled twice a week when invoice approved – no longer two week delay for service provider notification
- BEAR payments only via electronic transfer to applicant
- Billed Entities will be paid directly to bank account
- Bank account information will be required

# Future Process





## Direct Payment

- Banking Information collection available from applicants after new FCC Form 498 released
- Direct Payments begin July 1, 2016

## Direct Payment – What You Need on FCC Form 498

- Contact information section
- Applicant identification section
- Banking information section

## Direct Payment – What You Need: Contact Information section

- Identifies contacts for financial information
  - Company Officer
    - An officer is a person who occupies a position authorized by the school, district or country, and consortium applicants, and would typically be a Superintendent, Assistant Superintendent, Principal or Assistant Principal, County or District Administrator, or state education department leads
    - Authorized to certify that the data set forth in the FCC Form 498 is true, accurate, and complete

## Direct Payment – What You Need: Contact Information section

- Identifies contacts for financial information
  - General Contact
    - This individual will be able to retrieve the FCC Form 498 information on file with USAC as well as be given access to USAC’s on-line filing system
    - This person will also be able to input new FCC Form 498 ID data for Company Officer certification

## **Direct Payment – What You Need: Contact Information section**

- Company Officer
  - Cannot be a Consultant
- Bank Account
  - Cannot be owned by a Consultant

## Direct Payment – What You Need: Applicant Identification Section

- Federal Employer Identification Number (EIN/TaxID)
- Dun and Bradstreet “Data Universal Numbering System” number (DUNS or D-U-N-S)
  - **DUNS**, is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity

## Direct Payment – What You Need: Applicant Identification Section

- Dun and Bradstreet Number (DUNS)
  - DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants
  - Before applying, check to see if your organization already has a DUNS number

## Direct Payment – What You Need: Applicant Identification Section

- Dun and Bradstreet Number (DUNS)
  - You can search for your organization, by name, through D&B’s online D-U-N-S database:  
<https://iupdate.dnb.com/iUpdate/companylookup.html> or call (866) 705-5711 to speak to a representative
  - If your organization does not have one, you can apply online through Dun & Bradstreet’s website: <http://www.dnb.com/get-a-duns-number.html> (This is neither an FCC nor a USAC website)



## Direct Payment – What You Need: Obtaining a DUNS Number

- You will need all of the information listed below to obtain a DUNS number:
  - Name of organization
  - Organization address
  - Name of the chief executive officer (CEO) or organization owner
  - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
  - Year the organization started
  - Primary type of business
  - Total number of employees (full and part-time)

## Direct Payment – What You Need: Applicant Identification Section

- FCC Registration Number (FRN) or (CORES ID)
- Note – this is a number that you also enter on each FCC Form 471 that you file
- It should not be confused with the “Funding Request Numbers” (FRNs) that applicants fill out on their FCC Form 471 applications

## **Direct Payment – What You Need: Bank Information Section**

- Name of Financial Institution
- Financial Institution Account Number
  - Checking account number
- ACH Financial Institution Transit Number ( 9 digits)
  - Routing Number

## Direct Payment – What You Need: Bank Information Section

- Billed Entities
  - BEN (Billed Entity Number)
  - Name
- Enter as many as are reimbursed thru this bank account number

## Common Invoicing Mistakes

- Invoice Submission
  - Services not yet delivered – (Commitments are NOT simple grants)
  - Services billed for eligible costs – not for total FRN
  - Services not eligible
  - Service provider not on FCC Form 471
  - Services billed to party not on FCC Form 471
  - Services not listed on application line item (Item 21)
  - Services delivered outside funding year
  - Services delivered to location not on FCC Form 471

## Common Invoicing Mistakes

- Service Certifications
  - Customer bill does not identify services
  - Items on customer bill not found on Item 21
  - Service provider not certified
  - Service substitutions not requested
  - Services delivered outside contract dates
  - Name on bill does not match FCC Form 471

## Common Invoicing Mistakes

- Payment of beneficiary portion
  - Proof of payment not returned when requested
  - Check does not demonstrate clearing bank
  - Check already shows payment for another invoice
  - Documents not from bank website
  - Payment validation not verified by applicant

## Service Delivery Extension

### – Automatic

- Late FCDL, Appeals
- SPIN Changes, Service Substitutions
  - March 1 key date
  - Extends until September 30 of the following year

### – Manual

- Must be filed on FCC Form 500 – Contract Date also
- Will be requested to provide a reason
- By September 30 for non-recurring services



## Invoice Extension

- Invoice Filing Deadline
  - Invoices must be submitted to USAC
    - (1) 120 days after the last day to receive service, or
    - (2) 120 days after the date of the FCC Form 486 Notification Letter, whichever is later – 54.514 (a)

## Invoice Extension

- Invoice Deadline Extension
  - In advance of the deadline pursuant to paragraph (a), service providers or billed entities may request a **one-time** extension of the invoicing deadline from USAC
  - USAC shall grant a 120 day extension of the invoice filing deadline, if it is timely requested – 54.514 (b)

# QUESTIONS?

**Thank you!**