

### **Data Retrieval Tool (DRT)**

The DRT provides access to expanded FCC Form 471, Services Ordered and Certification Form and Funding Request Number (FRN) data.

#### **Step 1: Enter the criteria for your data search**

##### **Required Criteria**

- Choose the Funding Year for which you are requesting data.
- Choose at least one:
  - The state for which you are requesting data
  - Billed Entity Number (BEN) – search result will include all FRNs associated with that BEN
  - SPIN

##### **Optional Criteria**

- FRN Service Type (default is “all of the above”)
- Type of 471 Application (default is “all of the above”)
- 471 Application Number – result will include all FRNs associated
- Wave Number – must enter a three character number (Example: for Wave 4, enter "004")
- Appeal Wave Number – must enter a three character number (Example: for Wave 4, enter "004")

Once you’ve entered the desired criteria, choose “Select Data Points” or “Select Standard Report”.

#### **Step 2: Select your data points**

This screen allows you to select the data points you want to view in your data file. If you want to select all the data points, simply click the check box next to the "SELECT ALL" option.

Please note that the 471 Application Number and the FRN will always appear in the data file, regardless of what other data points you choose. A complete list of field names and descriptions can be viewed under Field Names and Descriptions.

Scroll to the bottom and click on the “Build Data File” button.

#### **Step 3: Download data file**

If your report type is Excel, file will be displayed in a separate window and should be saved to your local computer. If your report type is Tab-Delimited File, the file will appear in a separate window. Depending on your local computer settings, it may open up automatically.

##### **Notes**

1. If an FCDL has not been issued for an FRN, the following conditions apply:
  - a. Total amount Committed by USAC, Commitment Status, Commitment Status Text and Date of FCDL will be blank in the results
  - b. Item 23 results will reflect data featured on the original Form 471. These will appear in the columns prefixed by "ORIG". The columns prefixed by "COMM" will be blank.
2. If an FCDL has been issued for an FRN:
  - a. Data will appear for FRNs that have been committed or denied
  - b. FRNs with a Pending Status will not appear

- c. Committed data reflects what is stored in USAC's Commitment Database today (i.e., data reflects any commitments for meritorious appeals, as well as Form 486 and Form 500 adjustments and other funding adjustments, if applicable to that FRN)
  - d. Both committed and original data will be shown if a committed FRN is different than the FRN as originally entered into USAC's system
  - e. Results prefixed by "ORIG" will be blank if a committed FRN is the same as the original data
  - f. Commitment data will appear one day after the date of the FCDL
3. If an Applicant has not yet submitted a Form 486 to USAC, the "FRN service start date as shown on the Form 486" field will be blank.
  4. The database used by this tool contains only non-canceled applications that meet the window filing requirements for that funding year.
  5. The data request will show by funding request number (FRN) the funding that has been AUTHORIZED FOR DISBURSEMENT to date. It is possible that an authorization for an amount was approved, but no disbursement has yet been made for that amount.
  6. If the authorized to disbursed amount is greater than the committed amount for a specific FRN, this indicates that USAC reduced the funding commitment after it had authorized an amount for disbursement. If funds were disbursed in excess of the adjusted commitment for that FRN, USAC seeks recovery of those funds.

### Field Names & Descriptions

#### Required Criteria

Field Name	Description
Funding Year	Funding Year
State	State
BEN	Billed Entity Number assigned by USAC
SPIN	SPIN assigned by USAC

#### Optional Criteria

471 Application Number	Form 471 Application Number assigned by USAC
FRN	Funding Request Number assigned by USAC to Block 5 of your Form 471
Wave Number	The wave number in which the funding decision was issued
Appeal Wave Number	The appeal wave number in which the funding decision was issued

#### Identifying Data

471 Application Number	Form 471 Application Number assigned by USAC
471 Form Status	Form Status of 471 (Canceled, Incomplete, Complete, Certified)
470 Application Number	Form 470 Application Number assigned by USAC
470 Form Status	Form Status of 470 (Canceled, Incomplete, Complete, Certified)



**Billed Entity Information**

Applicant Name	Name of Form 471 Block 1 Billed Entity
Application Type	school, school district, library or consortium
Applicant Street Address1, Applicant Street Address2, Applicant City Applicant State Applicant Zip Code	Applicant address information from the Form 471

**Service Provider Information**

Service Provider Name	Legal name of the service provider
SPIN	Service Provider Identification Number assigned by USAC

**Funding Request Related Dates**

FCDL Date	Date of the applicant FCDL
486 SSD	Service Start Date from the Form 486
Funding Year	Funding Year
Contract Exp Date	If a contract exists, this is the date the contract expires
Last Date to Invoice	Last date an Invoice (BEAR or SPI) can be received or postmarked

**\*NOTE:** The date in this column may not be correct if the date of the related Form 486 Notification Letter is later than the 486 Service Start Date. In that case, the last date for receipt or postmark of an invoice is 120 days after the date of the Form 486 Notification Letter or the date featured below, whichever is later.

**Discount Funding Request Data - Recurring Charges**

Orig R Monthly Cost	Pre-discount monthly recurring charges from the Form 471
Cmtd R Monthly Cost	Pre-discount monthly recurring charges after review by USAC
Orig R Ineligible Cost	Ineligible pre-discount monthly recurring charges from the Form 471
Cmtd R Ineligible Cost	Ineligible pre-discount monthly recurring charges after review by USAC
Orig R Eligible Cost	Eligible pre-discount monthly recurring charges from the Form 471
Cmtd R Eligible Cost	Eligible pre-discount monthly recurring charges after review by USAC
Orig R Months of Service	Number of months of recurring services from the Form 471
Cmtd R Months of Service	Number of months of recurring services after review by USAC
Orig R Annual Cost	Total annual recurring charges from the Form 471
Cmtd R Annual Cost	Total annual recurring charges after review by USAC

**Discount Funding Request Data - Non-Recurring Charges**

Orig NR Cost	Pre-discount non-recurring charges from the Form 471
Cmtd NR Cost	Pre-discount non-recurring charges after review by USAC
Orig NR Ineligible Cost	Ineligible pre-discount non-recurring charges from the Form 471
Cmtd NR Ineligible Cost	Ineligible pre-discount monthly recurring charges after review by USAC
Orig NR Eligible Cost	Total annual non-recurring charges from the Form 471
Cmtd NR Eligible Cost	Total annual non-recurring charges after review by USAC

**Discount Funding Request Data - Total Charges**

Orig Total Cost	Total pre-discount charges from the Form 471
Cmtd Total Cost	Total pre-discount charges after review by USAC
Orig Discount	Discount percentage from the Form 471
Cmtd Discount	Discount percentage after review by USAC
Orig Commitment Request	Total funding request from the Form 471
Cmtd Commitment Request	Total funding request as approved by USAC

**Discount Funding Request Data - Other FRN related data items**

Orig Category of Service	Telecommunications Services, Internet Access, Internal Connections, or Basic Maintenance
Cmtd Category of Service	
Orig 471 SSD	Service Start Date from the Form 471
Cmtd 471 SSD	Service Start Date as reviewed by USAC

**Funding Decision Data**

Commitment Status	FRN commitment status (Funded or Not Funded).
Committed Amount	Total amount committed by USAC
FCDL Comment	Explanation of FCDL decision
Wave Number	Wave number in which the funding decision was issued
Appeal Wave Number	Wave number in which the appeal funding decision was issued
Site Identifier	Entity Number of the recipient of services (blank for shared services)

**Invoicing Data**

Invoicing Mode	Type of invoice to be processed for FRN (SPI, BEAR, or NOT SET)
Total Authorized Disbursement	Authorized amount for disbursement to date by USAC