

E-RATE PROGRAM APPLICATION PROCESS, PART 2

E-RATE PROGRAM TRIBAL APPLICANT TRAINING

2016



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WELCOME

AGENDA

- **Application Review and funding commitments**
- **Start Services**
 - FCC Form 486
- **Invoicing**
 - FCC Forms 472 and 474
- **Adjust Funding**
 - FCC Form 500
- **Document Retention**

WELCOME

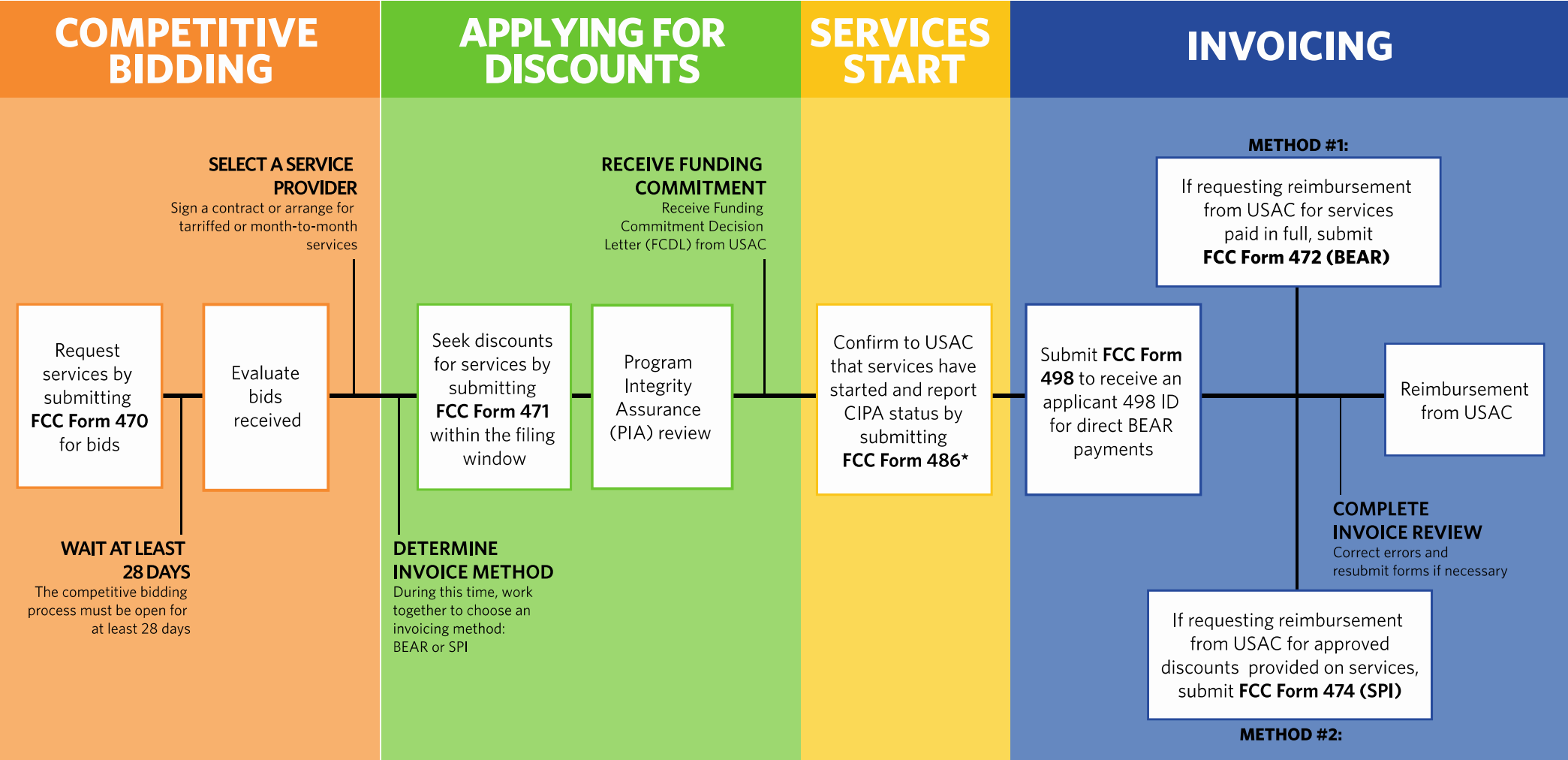
**COMPETITIVE
BIDDING**

**APPLYING FOR
DISCOUNTS**

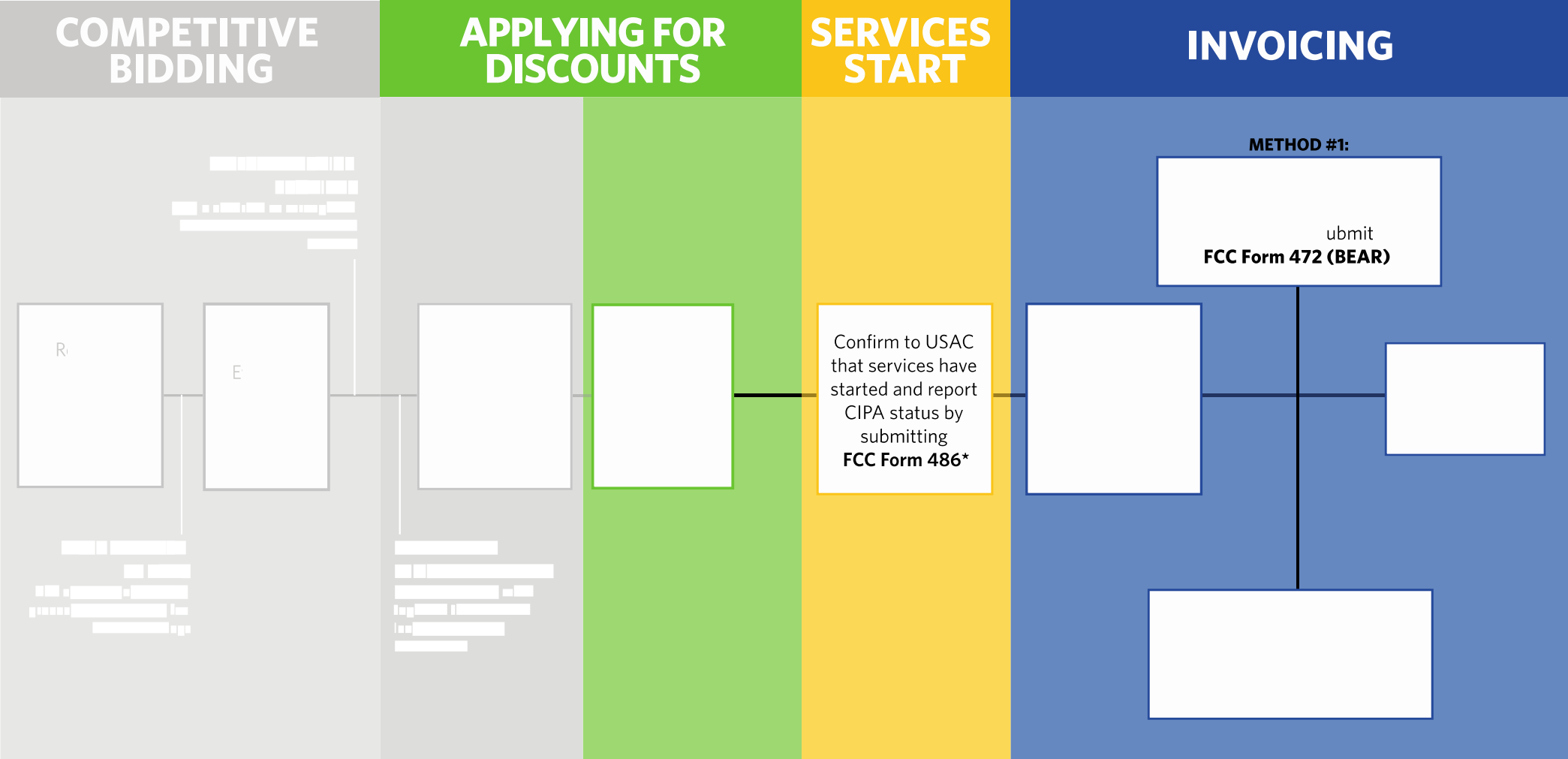
**SERVICES
START**

INVOICING

WELCOME



WELCOME





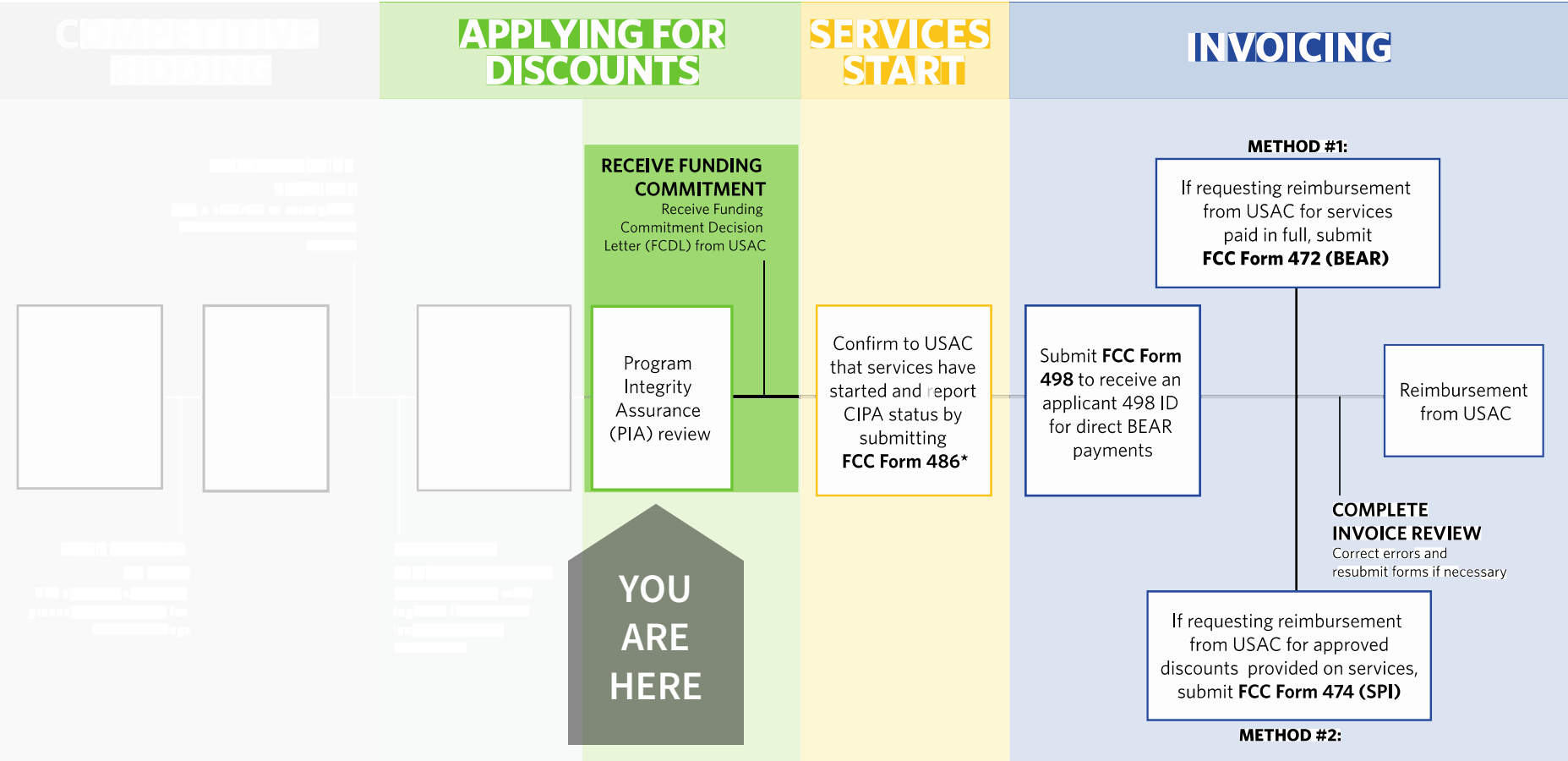
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APPLICATION REVIEW AND FUNDING COMMITMENTS

E-RATE PROGRAM APPLICATION PROCESS, PART 2

COMPETITIVE BIDDING

AFTER YOU SUBMIT FCC FORM 471



APPLICATION REVIEW

PROGRAM INTEGRITY ASSURANCE (PIA)

- After filing FCC Form 471, an application reviewer may contact you with questions about your form
- Program Integrity Assurance (PIA) is the group at USAC that:
 - Reviews your application
 - Checks your form for completeness and accuracy
 - Verifies eligibility of the schools and libraries you listed, their discount levels, and the services requested
 - Makes funding decisions
 - Helps you make allowable corrections to your form

APPLICATION REVIEW

QUESTIONS FROM YOUR PIA REVIEWER

- PIA reviewers may contact you for:
 - Questions about your application
 - Proof that you are following program rules
- You have 15 days to respond to PIA questions
 - You can ask for more time if you need it
 - Your PIA reviewer can help you respond to their question
- Some applications undergo additional review
 - In “selective review,” the PIA reviewer may request more detailed responses

APPLICATION REVIEW

DECISION LETTER

- You'll receive a letter with a decision about your funding
 - FCDL = *Funding Commitment Decision Letter*
 - Delivered via the E-rate Productivity Center (EPC)
 - Your service provider receives a copy too
- The letter will show:
 - Approved funding amount
 - Denied funding amount
 - Next steps



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QUICK QUIZ!

APPLICATION REVIEW



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QUESTIONS?

APPLICATION



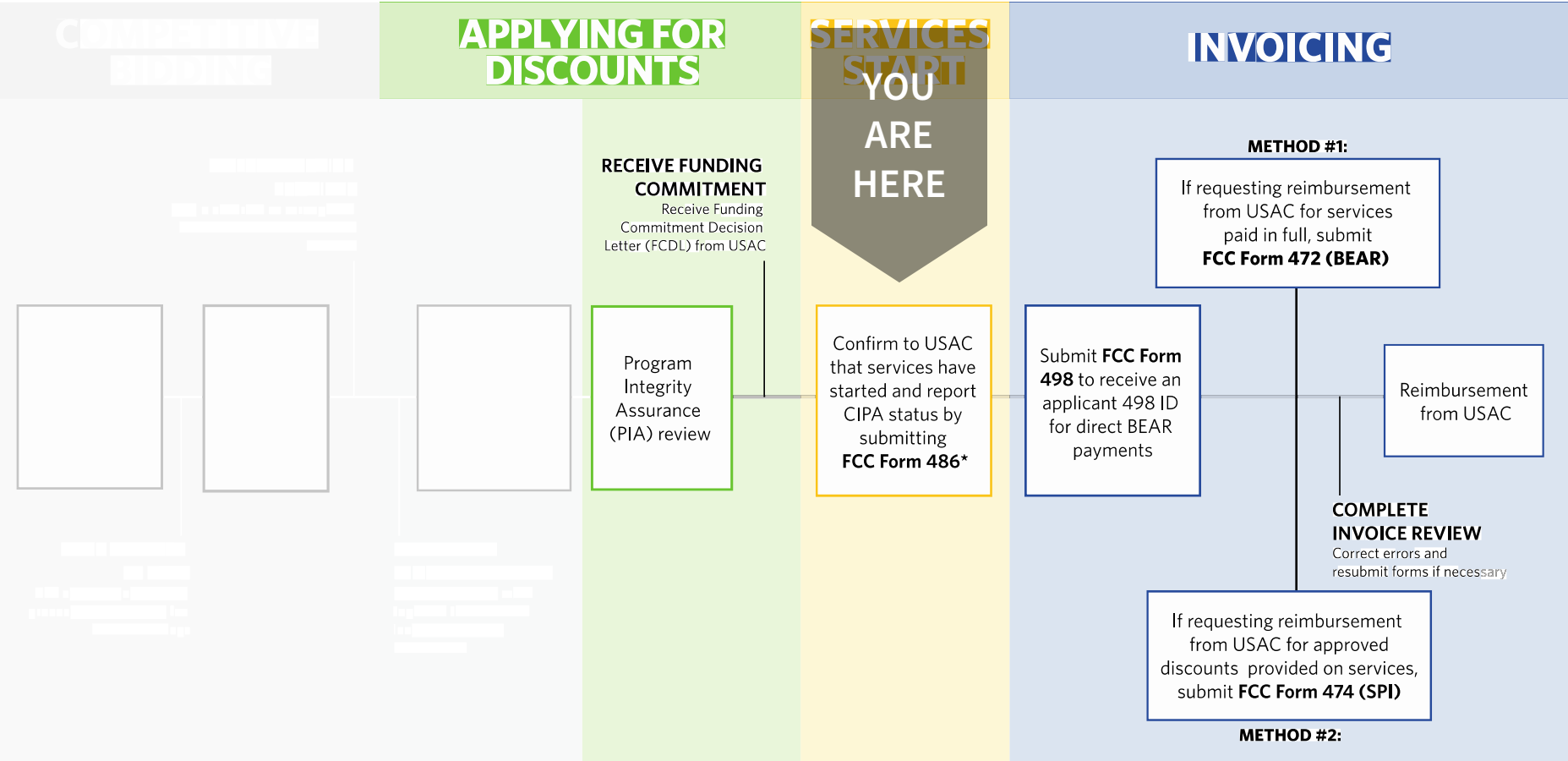
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START SERVICES (FCC FORM 486)

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START SERVICES

AFTER RECEIVING YOUR FUNDING COMMITMENT



START SERVICES

- Start your E-rate-supported services
 - Many applicants start service on July 1, the first day of the funding year
- Use FCC Form 486 to notify the E-rate Program that your services started

START SERVICES

ABOUT FCC FORM 486

- FCC Form 486 is the “receipt of service confirmation and CIPA and technology plan certification form”
- Notifies USAC that your eligible services have started or been delivered
 - After approval invoices can now be processed and paid
- Confirms that you’re compliant with the Children’s Internet Protection Act (CIPA)
 - A law with specific requirements on Internet safety policies
- The form deadline is **120 days** after the service start date or 120 days after receiving your FCDL (whichever is later)
- Use the [deadlines tool](#) on our website to determine your deadline

START SERVICES

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

- CIPA requires schools and libraries to certify that they are enforcing Internet safety
- Internet safety policy
- Technology protection measure (filter)
- Reasonable public notice of and hearing/meeting
- **(For schools)** education for students on Internet safety
 - Focus on social networking, chat rooms, and cyberbullying

START SERVICES

OTHER NOTES...

- Pick your invoicing method first
- After submitting FCC Form 486, you'll receive two confirmations
 - Your service provider gets a copy too
- Can submit FCC Form 486 early if your services start in July



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QUICK QUIZ!
START SERVICES



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QUESTIONS?
START SERVICES



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INVOICING (FCC FORMS 472 AND 474)

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INVOICING

ABOUT INVOICING

- Invoicing is how you actually receive your committed funds
- Two options available:
 - E-rate sends the funding directly to your bank
 - Your service provider applies the discount to your bill
- The form deadline is **120 days** after the last day of service or the FCC Form 486 confirmation letter's issue date (whichever is later)
 - A one-time 120-day invoicing extension is available if you request it by the invoice deadline
- Use the [deadlines tool](#) on our website to determine your deadline

INVOICING

INVOICING REQUIREMENTS

- Before invoicing USAC for your funding, you must have:
 - A funding commitment decision letter (FCDL) for the services being invoiced
 - Filed an FCC Form 486 and received a confirmation letter
- Your service provider must have:
 - Completed FCC Form 473, the service provider annual certification, which is due each funding year
- The services must have been delivered and paid for
 - Exception for progress payments specified in a contract

INVOICING

TWO OPTIONS FOR INVOICING

BEAR

- Billed entity applicant reimbursement (BEAR)
- Paid directly to your bank
- FCC Form 472
- File after the services have been paid in full

SPI

- Service provider invoice (SPI)
- Discount on your bill
- FCC Form 474
- Filed by service provider after the applicant has been billed for the non-discount portion of eligible services

Applicants can choose their method of invoicing.

INVOICING

DIRECT PAYMENT TO YOUR BANK

- If you choose BEAR invoicing, USAC will send the funding via electronic transfer
 - Direct to your organization's bank account
- Share your banking information on FCC Form 498
 - Your “Form 498 ID” allows USAC to send money to you
 - Available in the E-rate Productivity Center (EPC)
 - Takes USAC ~1 week to process the form and verify your banking information
 - Federal Communications Commission registration number (FCCRN) required to do business with the FCC



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QUICK QUIZ!

INVOICING



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QUESTIONS?

INVOICING



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FUNDING ADJUSTMENTS (FCC FORM 500)

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FUNDING ADJUSTMENTS

ABOUT FCC FORM 500

- FCC Form 500 is the **“funding commitment adjustment request form”**
- Use FCC Form 500 to:
 - Adjust funding commitments and modify dates
 - Adjust the Service Start Date you reported on FCC Form 486
 - Adjust the contract expiration date listed on FCC Form 471
 - Cancel or reduce a Funding Request Number (FRN)
 - Request a service delivery extension request
 - Notify USAC of an equipment transfer

FUNDING ADJUSTMENTS

WHEN TO FILE FCC FORM 500

- File FCC Form 500 only after receiving a Funding Commitment Decision Letter (FCDL)
- Changes that result from filing an FCC Form 500 will affect other parts of the application process
 - FCC Form 500 must be filed before those changes can occur
 - **Example:** You want to extend a contract. In order to do that, the contract expiration date must be changed in USAC's records. Otherwise, it cannot pay invoices for services delivered and installed after the original contract expiration date.

FUNDING ADJUSTMENTS

FCC FORM 500 AND CATEGORY TWO BUDGETS

- **Refresher:** Category Two budgets
 - Internal connections, internal broadband service, basic maintenance of internal connections
 - Funding limit for a five-year period
- Once you receive a funding commitment, USAC assumes you will invoice for the full amount
- If you change your mind (and want to spend the money during a different year instead), submit FCC Form 500



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QUICK QUIZ!

FUNDING ADJUSTMENTS



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QUESTIONS?

FUNDING ADJUSTMENTS



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DOCUMENT RETENTION

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DOCUMENT RETENTION

- Keep all documentation for **10 years** from the last date of service
 - **If multi-year:** 10 years after contract expires
- Keep all receipt and delivery records for:
 - Pre-bidding
 - Competitive bidding
 - Contracts
 - The numbers cited on your application
 - Invoices
 - All other program matters



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QUESTIONS?

DOCUMENT RETENTION



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RESOURCES & HELP

E-RATE PROGRAM APPLICATION PROCESS, PART 2

RESOURCES & HELP

TRIBAL TRAINING

- Tribal Training is designed to promote awareness and participation in the E-rate Program
 - **Goal:** reduce the digital divide and promote high-speed broadband connectivity to Tribal schools and libraries
- The **Tribal Liaison** is dedicated to helping applicants from schools and libraries on Tribal lands
 - **Contact me for assistance!** TribalTraining@usac.org
- Monthly conference call
- Live training events

RESOURCES & HELP

VIDEO TUTORIALS

- FCC Form 470 video series
- FCC Form 471 video series
- Navigating EPC
- Visit **usac.org/sl**, select “Trainings and Outreach,” then “Online Learning Library”

The screenshot displays the USAC Schools and Libraries (E-Rate) website. At the top, there is a navigation bar with links for "USAC En Español", "Contributors", "Service Providers", "Subscribe", and "Contact USAC". Below this is a search bar and a main header with the text "SCHOOLS AND LIBRARIES (E-RATE)". A secondary navigation bar includes links for "APPLY ONLINE", "MAKING PAYMENTS", "FORMS", and "TOOLS". A breadcrumb trail shows the path: "USAC Home | Schools and Libraries Program | Trainings & Outreach | Online Learning Library | FCC Form 471 Video Series".

The left sidebar contains two main sections: "ABOUT THE PROGRAM" and "RESOURCES & TOOLS". The "ABOUT THE PROGRAM" section lists links for "Getting Started", "Eligible Services List", "Document Retention", "Appeals & Audits", "Glossary of Terms (PDF)", and "FAQs". The "RESOURCES & TOOLS" section lists links for "E-rate Productivity Center", "Apply Online", "Forms", "Reference Area", "Search Tools", "Latest News", "Samples & Examples", "Trainings & Outreach", and "Submit a Question".

The main content area features two primary navigation buttons: "APPLICANT PROCESS" and "SERVICE PROVIDER PROCESS". Below these are two sections: "TRAININGS & OUTREACH" and "FCC Form 471 Video Series". The "TRAININGS & OUTREACH" section includes links for "All Training Events", "Weekly News Brief", "Tribal Training", "Online Learning Library", "HATS", "EPC Training Site", "Handouts & Reference", and "Webinar". The "FCC Form 471 Video Series" section includes a paragraph stating: "These videos are designed to help you navigate the FCC Form 471 filing process in the E-rate Productivity Center (EPC)." Below this text are two video player thumbnails. The first thumbnail is titled "Introduction and Landing Page" and has a duration of 6:35 minutes. The second thumbnail is titled "Update BEN Profile Information".

At the bottom of the sidebar, there is a logo for the "E-rate Productivity Center (EPC)".

RESOURCES & HELP

FILE ALONG WITH ME

- ***“File Along with Me”*** is a blog that covers the E-rate Program application process step-by-step
- Follow along and complete the step in each post
- Sign up for alerts of new posts
- **filealongwitherate.org**

FILE ALONG WITH ME

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM
FY2016 FILING WINDOW

HOME ABOUT

POST 6

TOUR OF EPC
THE NEW ONLINE APPLICATION PORTAL!

The E-rate Productivity Center (EPC) is your window to the E-rate Program, where you can apply for funding, upload and manage documentation, and communicate with USAC. EPC was rolled out in July 2015 and is new for Funding Year 2016.

CONTINUE READING...

February 12, 2016 Corresponding with USAC, E-rate Productivity Center (EPC), User guide, Video 0

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THANK YOU!

NEXT PRESENTATION: EPC FUNDAMENTALS