BEGINNERS: TOOLBOX DEMONSTRATION

2018 APPLICANT TRAINING
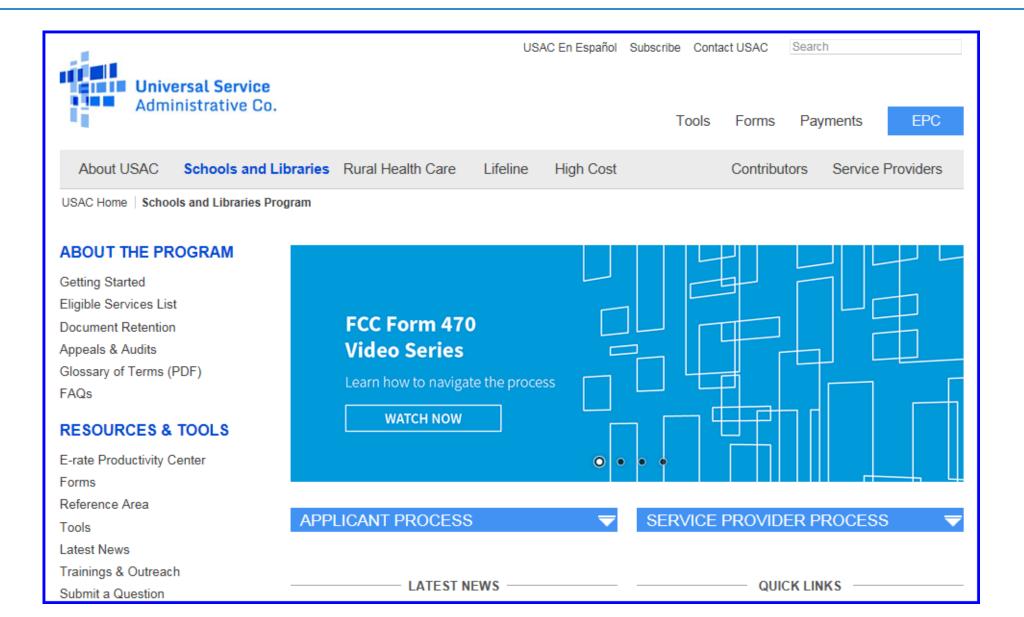
Universal Service
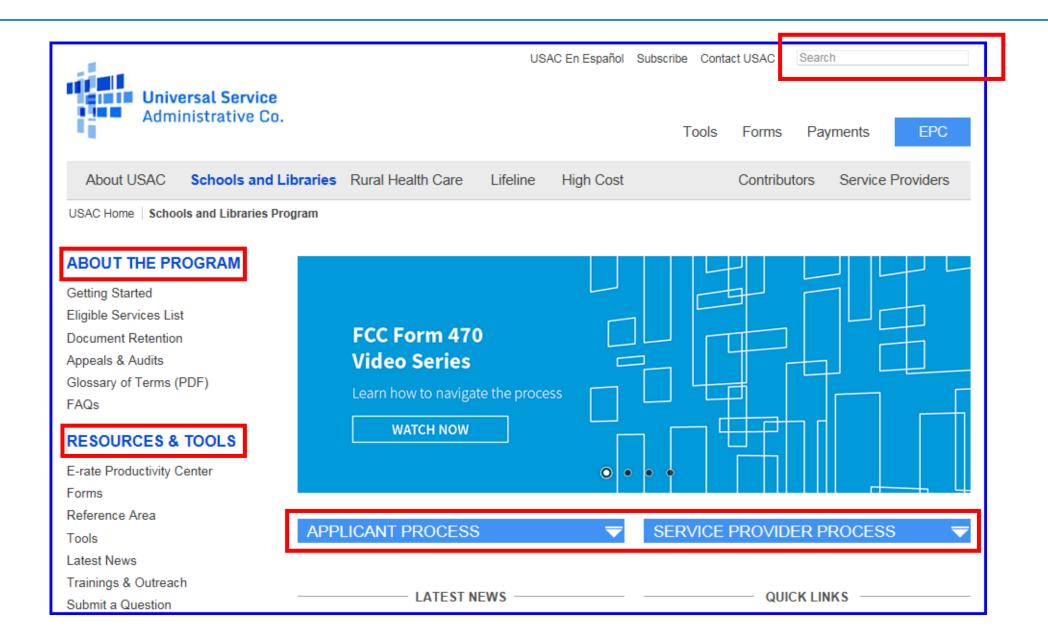Administrative Co.

DAY ONE - BEGINNERS

TOOLBOX – Schools and Libraries Website

- Search
- Glossary of Terms and Reference Area
- Applicant and service provider process steps
- Forms
- Tools
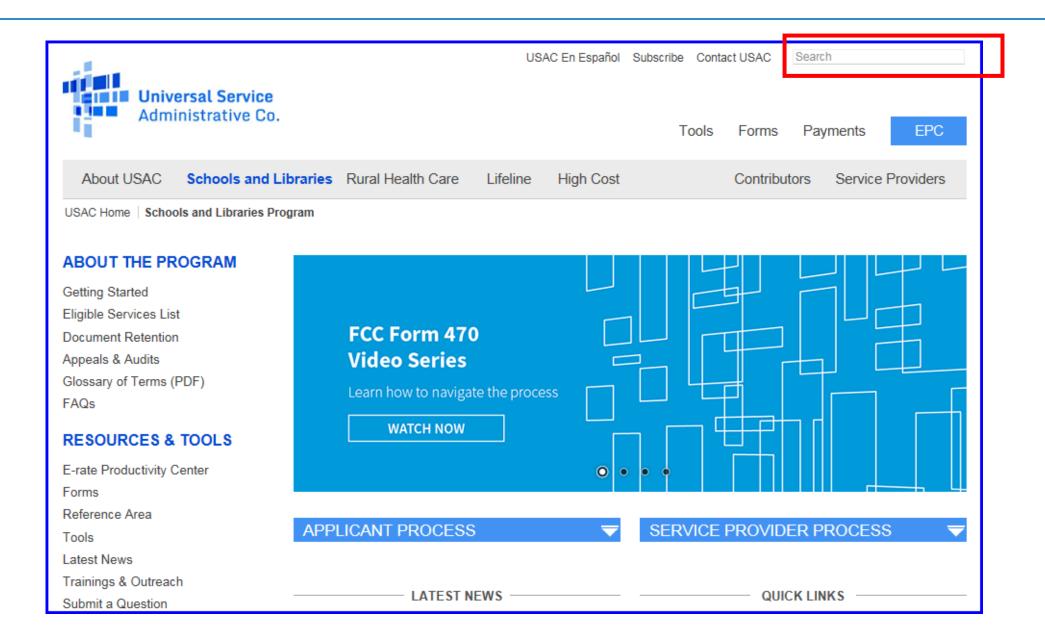- Trainings & Outreach
- Client Service Bureau

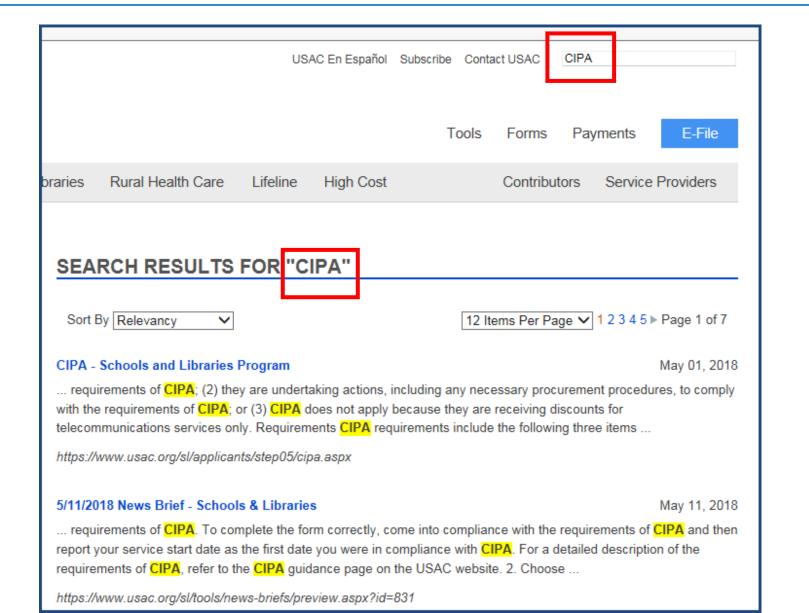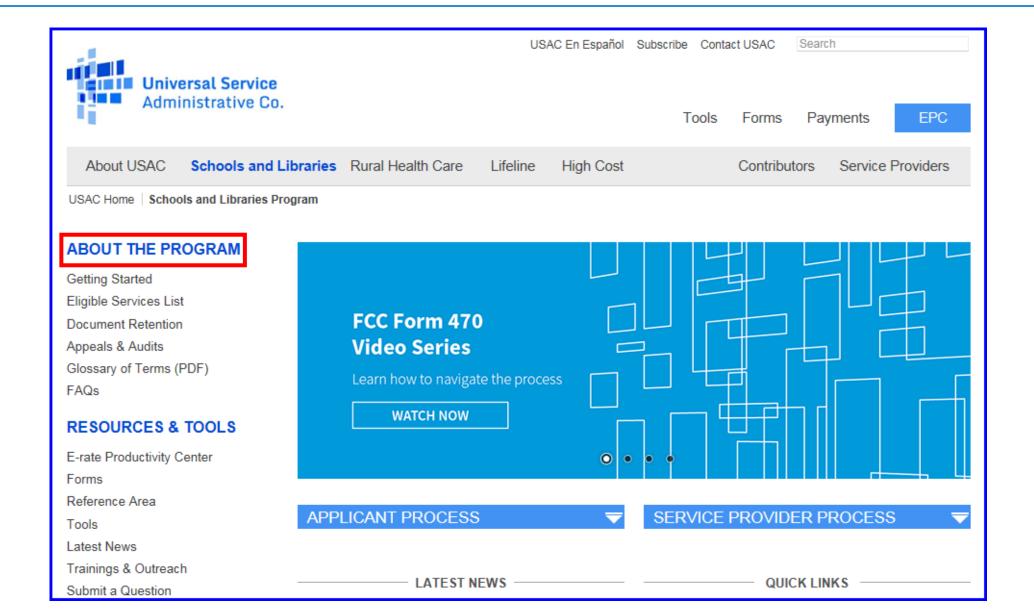# Website – www.usac.org/sl

Website

Search

Search

ABOUT THE PROGRAM

Eligible Services List and Glossary

ABOUT THE PROGRAM

Getting Started

Eligible Services List

Document Retention

Appeals & Audits

Glossary of Terms (PDF)

FAQs

Eligible Services List (ESL)

Eligible Services List

The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the Schools and Libraries Program.

ESL Glossary
Frequently Asked Questions

2018 Eligible Services List
2017 Eligible Services List
2016 Eligible Services List

The ESL is organized into two primary sections plus a miscellaneous section:

- Category One
    - Data Transmission Services and Internet Access, and Voice Services

- Category Two
    - Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections

- Miscellaneous

Glossary of Terms

Schools and Libraries (E-Rate) Program
Frequently Used Terms

Universal Service Administrative Co.

E-RATE PROGRAM
The common term used in place of the Schools and Libraries Program. The E-rate Program provides discounts to schools and libraries for eligible products and services.

FUNDING YEAR (FY)
The funding year is a time during which program support is being provided. The FY begins July 1 and ends June 30 of the following calendar

Company (USAC), the organization charged with administering universal service. Companies make contributions to universal service based on revenues from providing international and interstate telecommunications services.

TOOLS AND SYSTEMS

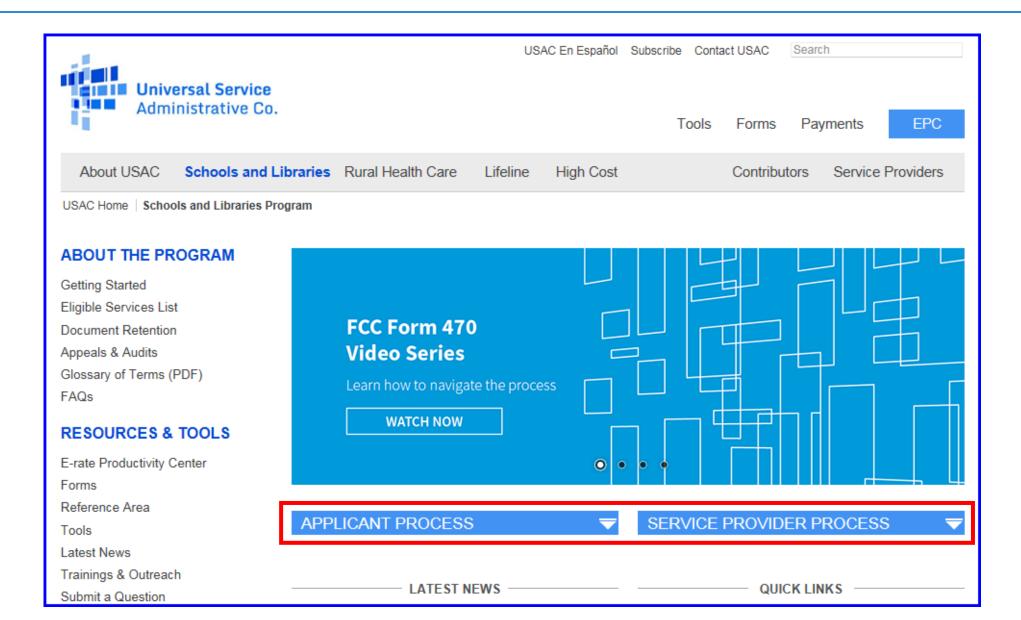**DATA RETRIEVAL TOOL (DRT)**
A web-based USAC tool used to access

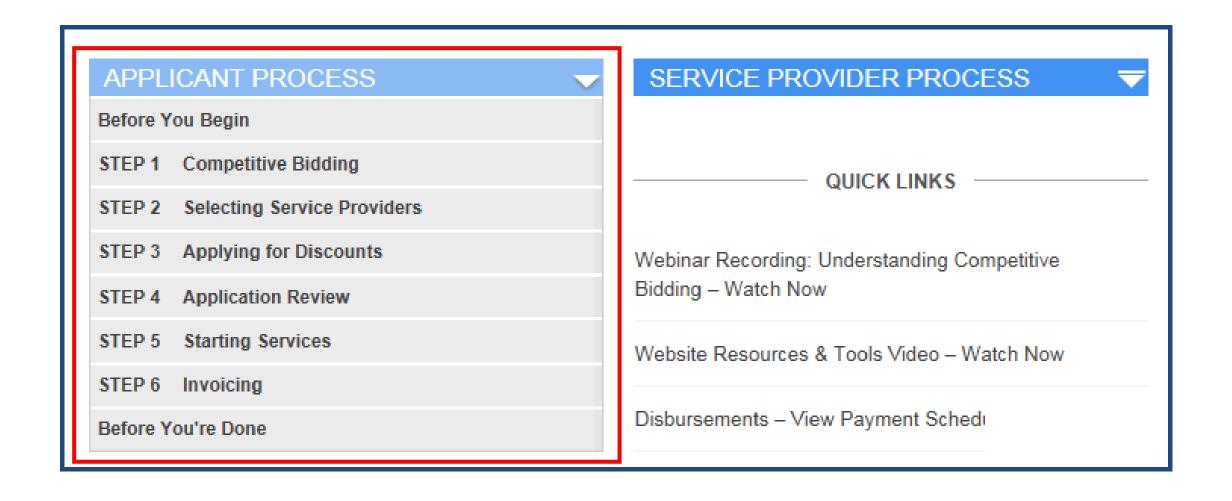focused on high-speed broadband connectivity to schools and libraries (FCC 14-99).

LOWEST CORRESPONDING PRICE (LCP)
The lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-rate Program applicant (school, library, or consortium) for similar services.

Process Steps

Applicant Process Steps

APPLICANT PROCESS ▼

Before You Begin

STEP 1   Competitive Bidding

STEP 2   Selecting Service Providers

STEP 3   Applying for Discounts

STEP 4   Application Review

STEP 5   Starting Services

STEP 6   Invoicing

Before You're Done

SERVICE PROVIDER PROCESS ▼

QUICK LINKS

Webinar Recording: Understanding Competitive Bidding – Watch Now

Website Resources & Tools Video – Watch Now

Disbursements – View Payment Schedu

Service Provider Process Steps

RESOURCES & TOOLS

Forms, Reference, Tools, Training

RESOURCES & TOOLS

E-rate Productivity Center

Forms

Reference Area

Tools

Latest News

Trainings & Outreach

Submit a Question

Forms

FORMS

Personal Identification Number (PIN)

Updated June 2018

FCC Form 470	APPLICANT: Description of Services Requested and Certification Form
File Online in EPC	FCC Form 470 User Guide
	FCC Form 470 C1 Services Drop-Down Menu Reference Table
	FCC Form 470 Search User Guide
FCC Form 471	APPLICANT: Description of Services Ordered and Certification Form
File Online in EPC	FCC Form 471 User Guides
	FCC Form 471 Bulk Upload Templates
FCC Form 472	APPLICANT: Billed Entity Applicant Reimbursement (BEAR) Form
File Online	FCC Form 472 User Guide

Reference Area

REFERENCE AREA

This section features links to specific topics that are commonly searched for in the Schools and Libraries Program section of the website. Information is organized alphabetically.

A	B	C	D	E	F	G	H	I	L	M	N	O	P	R	S	T	U	W

A

- Acronyms & Terms 📄
- Advance Installation of Priority 1 Components
- Alternative Discount Mechanisms
- Ancillary Use
- Appeals
- Appeal Checklist 📄
- Asset Register (Sample) 📄
- Audits

Back to top

B

- BEAR Form Filing
- Bid Evaluations
- Bid Evaluation Matrix 📄

Tools

TOOLS

Open Data

Open Data	Open Data sets are available for the Schools and Libraries (E-rate) Program including information about FCC Form 470, FCC Form 471, entities, and annexes.

Funding Tools

Search Commitments	This tool allows searches for commitment data by funding year and applicant name, city, state, zip and/or wave number. Search Commitments Instructions 📄
Data Retrieval Tool (DRT)	This tool allows searches for various information related to applications, funding commitments, and disbursements. Data Retrieval Tool Instructions 📄
FRN Status Tool (FY2016 and forward)	This tool allows searches for various information related to FCC Form 471, FRNs (Funding Request Numbers), Commitments, and disbursements similar to DRT. FRN Status Tool Instructions 📄
Deadlines	This tool was designed to explain and help you calculate deadlines for universal service forms and actions.

Training & Outreach

TRAININGS & OUTREACH

All Training Events	Online Learning Library	Webinars
Weekly News Brief	EPC Training Site	Handouts & Reference
Tribal Training	BEAR Training Site	

USAC offers a variety of training events for Schools and Libraries (E-rate) Program participants. In this section you can access publications, handouts, webinar recordings, educational tutorials, and other resources. All events and resources are offered free of charge.

Upcoming Events

Webinars:

- Navigating the E-rate Invoicing Process - September 19, 2018 at 3:00 p.m. EDT – *Register/Join*

- On-Demand Training (Webinar Recordings)

Looking for a past event?

View webinar recordings
View full event archive

Newsletters

SCHOOLS AND LIBRARIES PROGRAM

NEWS BRIEF

Weekly news update about the Schools and Libraries (E-rate) Program.

View News Brief, Subscribe Now

CLIENT SERVICE BUREAU (CSB)

To call: 888-203-8100

- 8:00 a.m. – 8:00 p.m. ET Monday through Friday
- Extended hours during the last week of the filing window.

To open a customer service case in EPC:

- Choose "Contact Us" from Actions or Landing Page.
- Provide contact information, ask your question, attach any documents that would be helpful.