

E-Rate Program Overview for Tribal Libraries

April 5, 2022



Universal Service
Administrative Co.

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 - The audience will remain on mute
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 - If your audio or slides freeze, restart the webinar
 - **A copy of the slide deck is in the “Handouts” section of webinar panel**
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- **Please indicate if you are a Tribal leader as we will answer Tribal leader questions first.**

Meet Our Team



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Agenda

- USAC Introduction
- E-Rate Program Overview
- Technology & E-Rate Eligibility Overview
- Application Overview
 - Steps 1-3
- Ready to Get Started
- Appendix
 - Steps 4-6

Universal Service Administrative Company

Overview

Who We Are: The Universal Service Administrative Company

The Universal Service Administrative Company (USAC) is an independent, not-for-profit organization designated by the Federal Communications Commission (FCC) as the permanent administrator of the USF and its four programs.

- **The Universal Service Fund (USF):** Exists to ensure that all people in the United States have access to quality, affordable connectivity service.



Lifeline Program

Discounted phone and internet service to eligible low-income consumers.



E-Rate Program

Funding for broadband services to eligible schools and libraries.



Rural Health Care Program

Funding for telecom and broadband services for eligible rural health care providers.



High Cost Program

Reduced rates for telecom and broadband services in eligible high-cost areas.

Who We Are: The Universal Service Administrative Company

In response to the COVID-19 pandemic, Congress created multiple temporary programs to help people stay connected during this disruptive period. The FCC designated USAC to administer these programs with oversight by the Commission.

- **Congressional Response Programs**



Affordable
Connectivity
Program



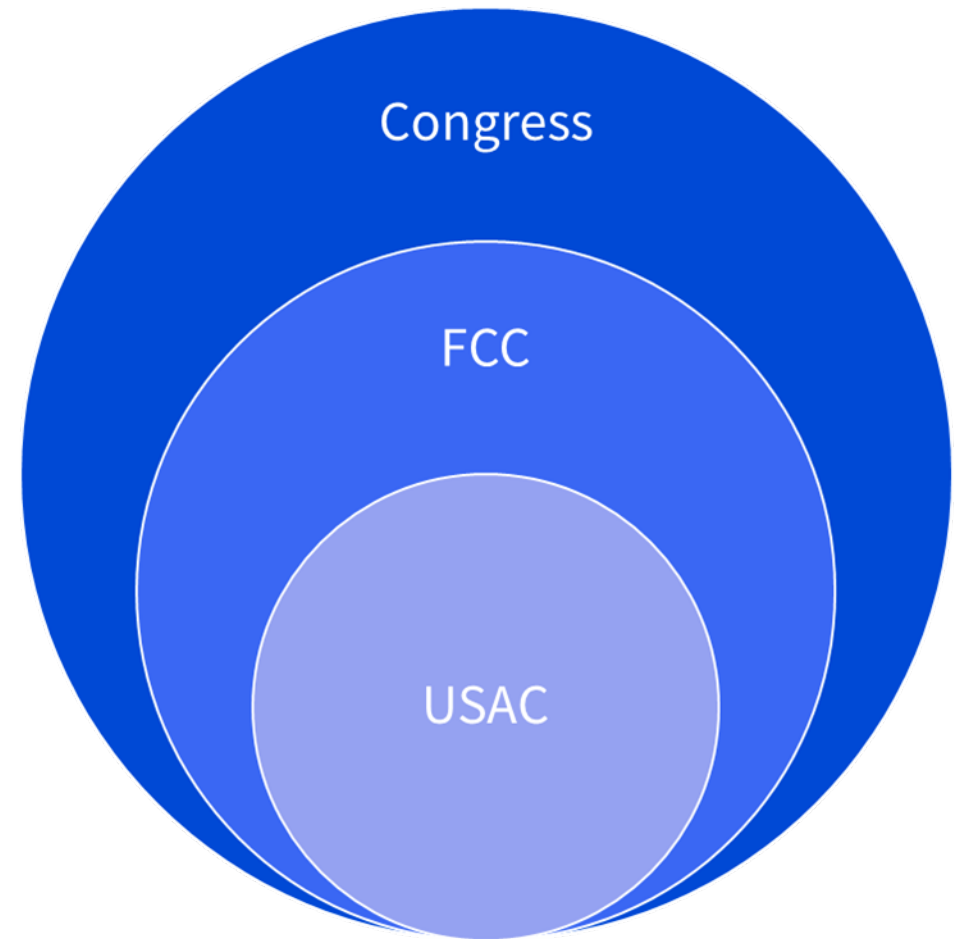
Emergency
Connectivity Fund
Program



COVID-19 Telehealth
Program

Who Makes The Rules?

- Congress enacted the Telecommunications Act of 1996, which directed the Federal Communications Commission (FCC) to establish the E-Rate program and the other USF programs.
- The FCC sets rules and policies for the program and gives direction to the Universal Service Administrative Company (USAC).
- USAC is responsible for the day-to-day administration of the E-Rate program.



Program Overview

Schools and Libraries (E-Rate) Program



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What is E-Rate?

- The E-Rate program provides support to schools and libraries across the nation to obtain affordable, high-speed broadband services and internal connections to connect students and library patrons with learning opportunities and services.



How is This Accomplished Through E-Rate?

- The E-Rate Program provides discounts up to 90 percent to eligible schools (K-12), libraries, and groups of schools and libraries (e.g., consortia, districts, systems) for eligible internet access and data transmission services, internal connections (e.g., Wi-Fi equipment, cabling, and basic maintenance services) that are competitively bid and approved on the application (FCC Form 471).
- These discounts result in a reduction of the costs for these service/equipment to the schools or libraries requesting funding through the E-Rate program.
- For example: A library with a 90 percent discount rate purchasing \$1,000 in eligible broadband services would pay its 10 percent non-discount share of costs (i.e., \$100) to the service provider and the E-Rate program would pay the remaining 90 percent (i.e., \$900) to the service provider.

Entity Eligibility

What Types of Entities are Eligible?

- **Libraries (includes Tribal Libraries)**
 - Tribal college libraries are not eligible
- Schools – Elementary and secondary schools are defined in the Elementary and Secondary Education Act.
 - For-profit schools are not eligible.
 - Schools with endowments of \$50 million or higher, are not eligible.
- Educational Service Agency (ESA) Eligibility
- **Non-Instructional Facility (NIF) Eligibility**
- **Consortia of Eligible Entities – (a consortium of eligible schools and/or libraries)**
 - Note: A Tribal government can create a consortium and include its Tribally controlled schools and libraries as consortium members, and a Tribal government employee can act as the contact person for the consortium leader.

Libraries Eligibility

- Budget must be completely separate from any school (including any elementary and secondary schools, colleges, and universities).
- Cannot operate as a for-profit business.
- Must be eligible for assistance from State Library administrative agency under the Library Services Technology Act (LSTA), as amended by the Museum and Library Services Act of 2018.
 - Tribal Library Eligibility Update: On January 27, 2022, the Commission unanimously adopted an Order (FCC 22-8) amending the definition of “library” in the E-Rate program rules to include “Tribal library.” By making this change, the Order clarifies that Tribal libraries are eligible for E-Rate support, correcting a longstanding issue for these libraries.

Spotlight: Tribal Library Eligibility

- A library may be designated as a Tribal library by a Tribal Council (e.g., pursuant to a Tribal Resolution).
 - Tribal libraries designated by a Tribal Council should have three characteristics commonly associated with Institute of Museum & Library Services (IMLS) grants to Native American libraries:
 - Regularly scheduled hours,
 - Staff, and
 - Materials available for library users.
-
- FAQ: Are Tribal College libraries eligible?

A. No. Libraries must be independent entities, whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).

Non-Instructional Facility (NIF) Eligibility

- A Non-Instructional Facility (NIF) is a school building without classrooms or a library building without public areas. Non-instructional facilities on school and library property are eligible to receive discounts on data transmission services and internet access services (Category One services).
 - **Examples of NIFs on library property** include, but are not limited to:
 - Bookmobile garages;
 - Interlibrary loan facilities; and
 - Library technology centers.
 - Examples of NIFs on school property include, but are not limited to:
 - Administrative buildings;
 - School bus barns and garages; and
 - Facilities associated with athletic activities.
- More information is available on the [Non-Instructional Facility](#) page.

Consortium Eligibility

- A consortium (plural consortia or consortiums) is a group of E-Rate eligible entities that seeks competitive bids or E-Rate funding for eligible equipment and services on behalf of its members. Schools and/or libraries can form consortia for the purposes of the E-Rate program to aggregate demand in order to lower prices and promote more efficient use of shared facilities.
 - Consortia are not themselves eligible for discounted services, but they can conduct competitive bidding processes and/or apply for eligible equipment and services on behalf of their members.
 - Schools and libraries can join together to form consortia.
- There are two common reasons why applicants will choose to form a consortium:
 - One is to aggregate demand for lower prices; and
 - The other is to provide expertise to assist small entities with the application process. These small entities can join together and work with the consortium leader to conduct the competitive bidding and application processes on their behalf.

Consortium Eligibility – Tribal Government Information

SPOTLIGHT

A Tribal government can create a consortium for its Tribally controlled schools and libraries, and a Tribal government employee can act as the consortium leader.

- The [consortium leader](#) is responsible for ensuring that necessary certifications are made, responding to USAC inquiries on behalf of members, and maintaining records.
 - Consortium leaders must be authorized by each member to act on behalf of consortium members
- Review the [Registration Checklist for New Tribal Libraries](#) (PDF)

Technology & E-Rate Eligibility Overview

Categories of Equipment

Eligible Services/Equipment

Network Structures

Common Network Equipment

Technical & E-Rate Terms



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Eligible Services Overview

Category One (C1) and Category Two (C2) Services

Eligible Services

- **Category One (C1)**

- Data Transmission and/or Internet Access
- No budget (limit) on funding requested.

- [FY2022 Eligible Services List](#) (PDF)

- **Category Two (C2)**

- Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections
- Applicant has a budget or limit on how much funding can be requested.
- Budget covers a five-year period.
- See [Category Two Budget](#) page

Eligible Services: Category One (C1)

Examples

Review: Category One (C1)

- **Category One (C1)** includes services that bring broadband services to eligible schools and/or libraries.
 - Eligible services are classified as:
 - Data Transmission and/or
 - Internet Access services

Examples: Category One (C1) Services

- Examples of **Category One (C1)** services include:
 - Leased lit fiber
 - Internet access provided over fiber or copper
 - Commercially available internet access
 - Cable provider internet
 - Satellite internet

Category One (C1): Internet Access

- **Internet Access** services are connections from an eligible location to an internet service provider. These connections would allow the location access to the publicly available internet.
 - Example – Library 1 and Library 2 need individual internet services.



Category One (C1): Data Transmission

- **Data Transmission** services are secure connections between eligible locations. These connections would not include public internet access.
 - Example – Library 1 needs a secure connection to Library 2 to transmit library records.



Data Transmission and Internet Access

- Both types of service will be needed if a secure connection between two eligible locations is needed along with internet services at both locations.
 - Example – Library 1 and 2 each need individual Internet Access services. If the two libraries also transmit confidential library records between each other, they will also need a secured data transmission service as well.



Category Two (C2) Services

Eligible Services: Category Two (C2)

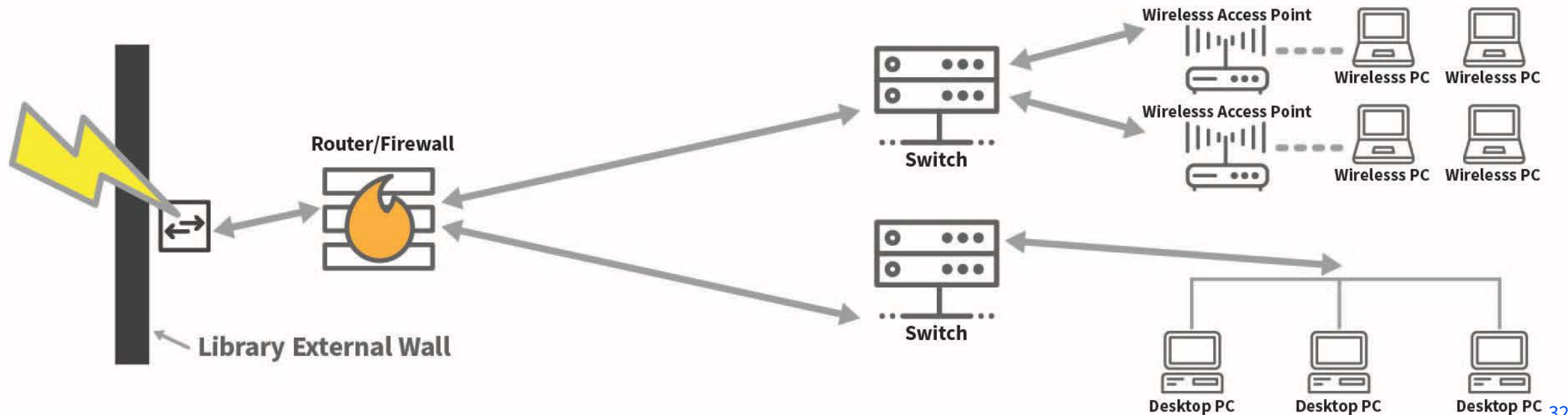
- **Category Two (C2)** includes services or equipment necessary to transport information to classrooms or publicly accessible areas of a library.
- **There are three service types:**
 - **Internal Connections (IC)** – Equipment needed to utilize a broadband connection within a school or library. This includes, for example, routers, switches, cabling.
 - **Basic Maintenance of Eligible Broadband Internal Connections (BMIC)** – Covers the repair and up-keep of the eligible equipment needed to use a broadband connection within a school or library.
 - **Managed Internal Broadband Services (MIBS)** – Services provided by a vendor related to the operation, management, and monitoring of eligible internal connections (owned or leased equipment) necessary for the broadband connectivity within schools and libraries.
- End User equipment, such as laptops , computers, headsets, speakers, are **not** eligible for E-Rate funding.

Eligible Services: Category Two (C2)

- Examples of Category Two (C2) services include:
 - **Internal Connections**
 - Cabling, routers, switches, modems, and wireless access points
 - If a device needs software or a license to make it work, this is also eligible (**Right-to-Use and Client Access Licenses**)
 - **Basic maintenance of Internal Connections (BMIC)**
 - The repair and upkeep of eligible internal connections (services to deploy bugs, fixes, patches)
 - Multi-year maintenance service subscriptions (updates to existing software)
 - Only maintenance services provided for the current funding year are eligible. (i.e., a three year subscription should be requested annually for one third of the price over three years)
 - **Managed internal broadband services (MIBS)**
 - Managed Wi-Fi Agreement

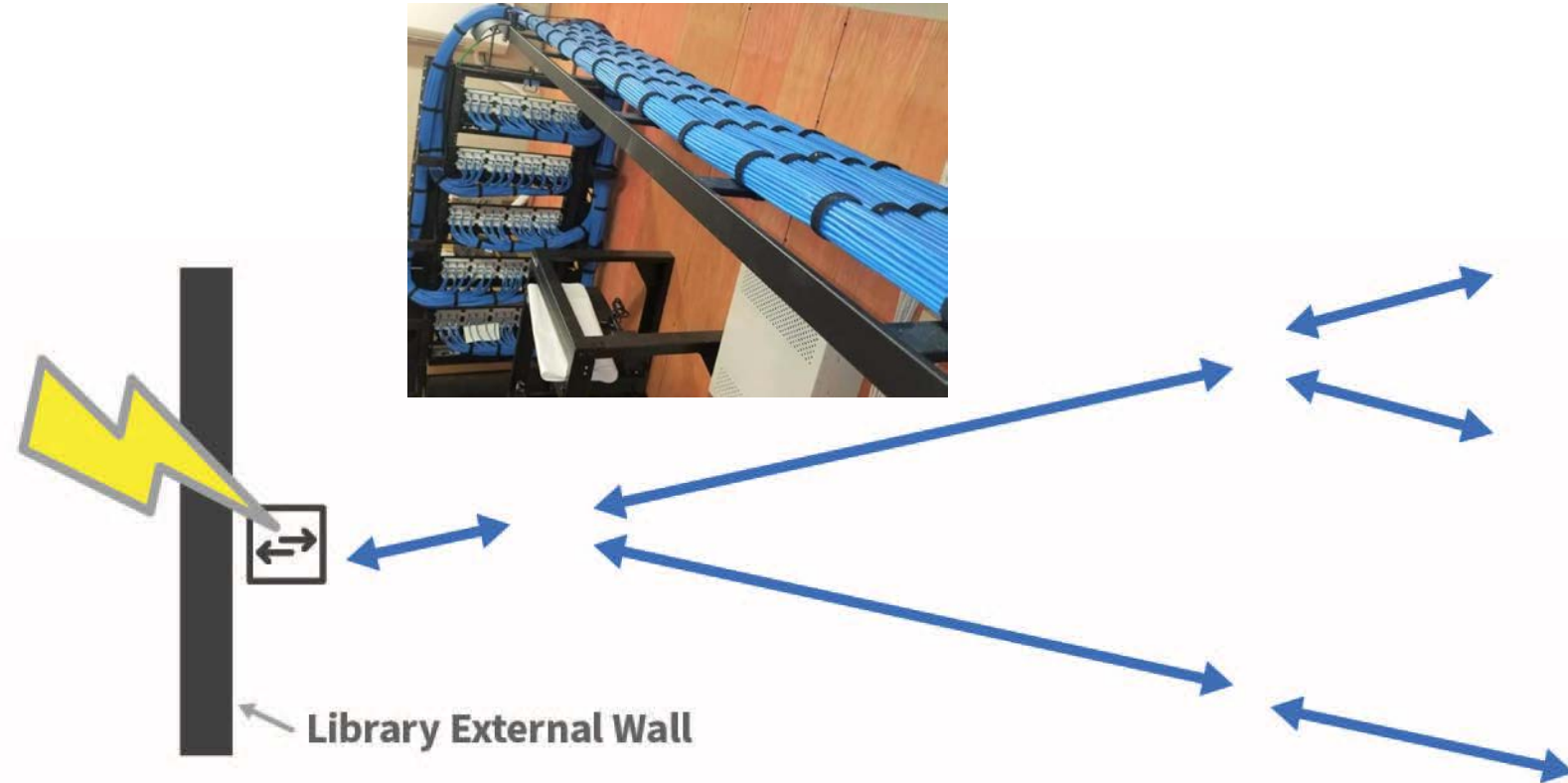
Example: Common Eligible Internal Connections

- Some **common eligible Internal Connections** that may be utilized are displayed here.
- In this **scenario**, a library is receiving internet service which has been delivered by the service provider to the library's technical room to a terminating point. They are looking for internal connections to cost effectively connect laptops and desktops to utilize the internet service.
- **Note:** End user equipment, such as laptops, computers, headsets, speakers, are not eligible for E-Rate support.



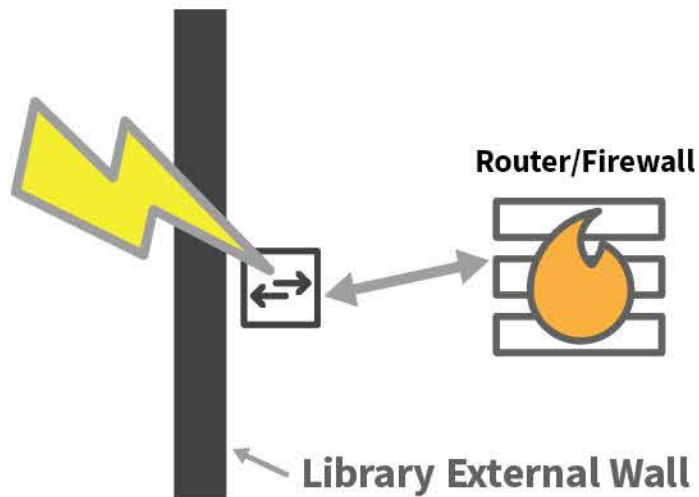
Eligible Internal Connections

- Applicants may use different types of eligible internal connections **C2 equipment/services** to accomplish internet connection to their end user devices. **Cabling** is utilized to provide connection to the various devices and transport information.
- Eligible internal connections:
 - Cabling
 - Router
 - Firewall
 - Switch
 - Wireless Access Point



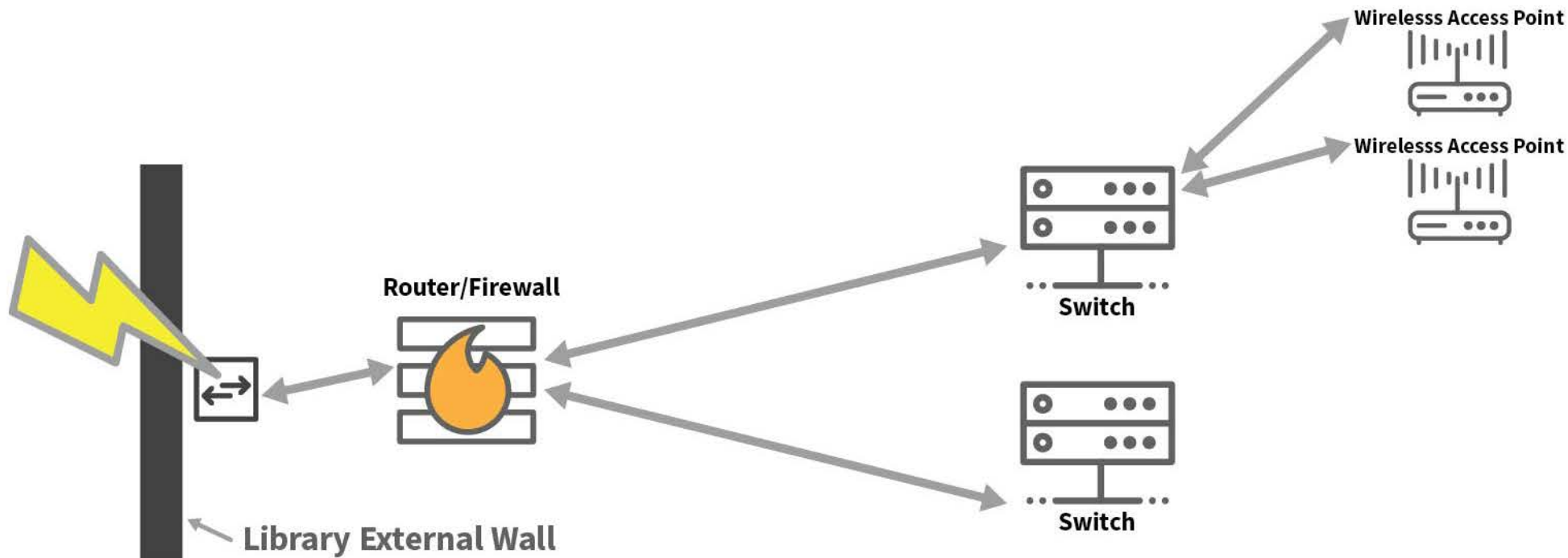
Router and Firewall

- The **Router** can act as the initial device in your internal network. It is the main communication point between the internet access service and the devices in your internal network.
- A **Firewall** acts as a barrier between the internal network and the public internet.



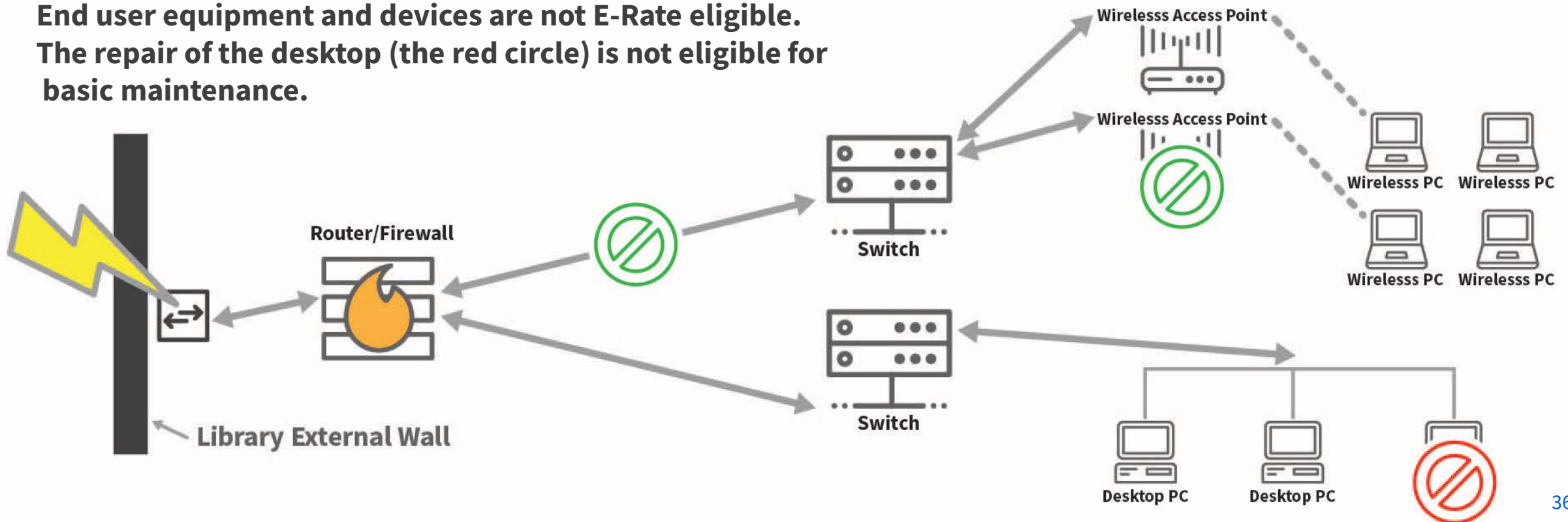
Switch and Wireless Access Points (WAP)

- A **Switch** acts as a connecting device for multiple other devices.
- The **Wireless Access Points (WAP)** receive and transmit wireless Internet to applicable devices.



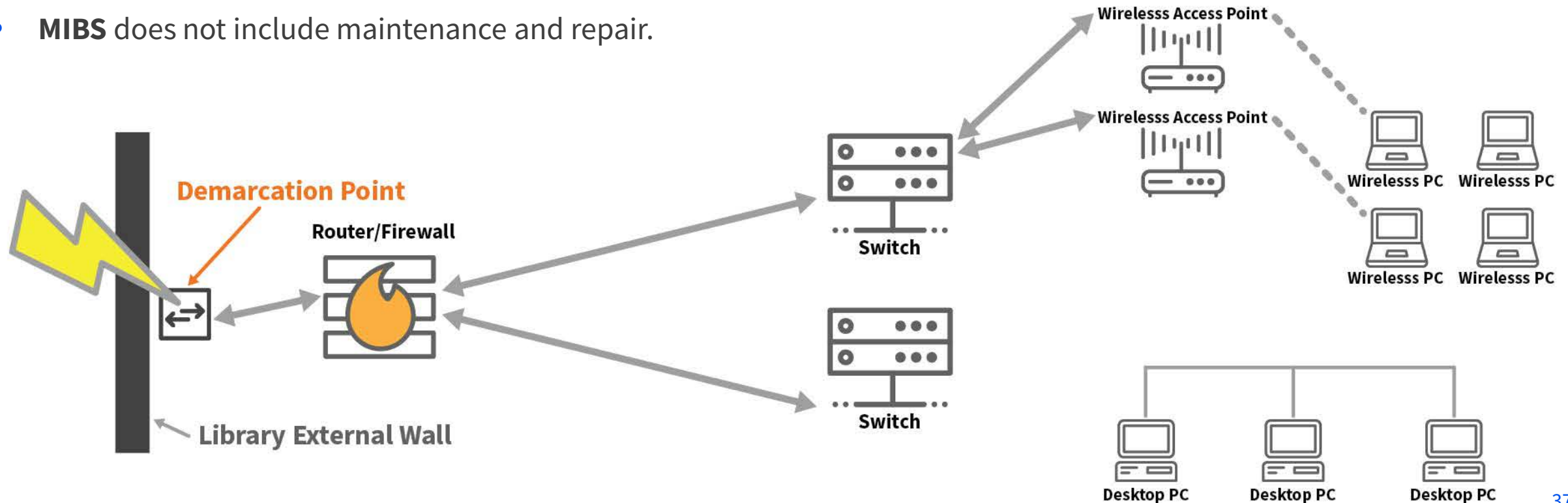
Basic Maintenance

- **Basic Maintenance** is eligible for equipment that is **E-Rate eligible**.
- In this **example**, a cable and a Wireless Access Point are not functioning properly. The green circles below indicate malfunctioning equipment but **are eligible** for the **basic maintenance and repair** of these items **is also eligible**.
- **End user equipment and devices are not E-Rate eligible.**
The repair of the desktop (the red circle) is not eligible for basic maintenance.



Managed Internal Broadband Services (MIBS)

- If you need help in the daily operation of your internal network, this service provided by a vendor is eligible as **Managed Internal Broadband Services (MIBS)**. They can support equipment that an applicant already owns or they can install equipment that they lease to the applicant. They can perform actions on the eligible equipment to ensure that the internal network operates at an optimal level.
- **MIBS** does not include maintenance and repair.



Basic Fiber Concepts

Category One (C1)

Introduction to Fiber: Types of Eligible Fiber

- **Data Transmission and Internet Access services** can be transmitted over various types of **physical methods**.
 - **Four examples of physical methods:**
 - Fiber
 - Copper
 - Microwave
 - Satellite
- The next couple of slides will provide additional information on the various types of Category One (C1) Fiber services.

Introduction to Fiber: Types of Eligible Fiber

1. Leased lit fiber

Data Transmission or internet access services where the **applicant pays a monthly fee** to the service provider who **provides the service via fiber**. This is a **totally inclusive service** consisting of all the components needed to provide and maintain the service.

2. Leased dark fiber

Service providers may have fiber that they are not currently utilizing that could be used to provide services. Applicants can lease portions of this unused fiber network that is owned by a service provider.

- This lease would **only be to use the fiber**.
- The applicant needs to **account for**
 - **any network equipment needed to use the fiber**, and
 - **associated maintenance and operations of the fiber**.
- The applicant will also need obtain **separately any needed data transport and/or internet access** service over that fiber.

Introduction to Fiber: Types of Eligible Fiber

3. Self-provisioned networks

- Applicant can also seek requests to build and own their own **high-speed broadband network**.
 - The applicant will need to show that building its own network is more cost-effective than leasing or using an existing network for the same period of time. This is also known as being the most-cost effective option.
 - If building the network is determined to be the most cost-effective option, the applicant hires a vendor to construct the network, or a portion of the network that the applicant will use. The applicant can completely or partially own and maintain the network or a portion of the network.
 - A self-provisioned network can be shared with an ineligible third-party entity so long as the ineligible third-party entity pays its fair share of the costs of the undiscounted costs of the network. The applicant will have to show that the fair share paid by the ineligible third-party was reasonable.
- The **applicant must**
 - Pay for the network equipment,
 - Pay to maintain and operate the network, and
 - Pay for any data transport and/or internet access services that are used on the network separately.

Fiber: What is Network Equipment?

- Network Equipment includes the electronics and equipment **necessary** to make **Data Transmission and/or Internet Access** services functional.
- Eligible under **Category One (C1)**.
 - A single piece of Network Equipment, also called **basic terminating equipment**.
 - The single piece must be located at the **demarcation** – the point at which the service provider would start to check if services were interrupted.



Eligible Fiber Services: State/Tribal Match Funding

- If a state provides eligible schools and libraries with funding for special construction charges for high-speed broadband that meets the FCC's long-term connectivity targets, the E-Rate program will increase an applicant's discount rate for these charges up to an additional ten percent to match the state funding on a one-to-one dollar basis.
- State funding can be funds authorized directly by a state legislature or provided by one or more state agencies.

SPOTLIGHT

For Tribal schools and libraries, the E-Rate program will also match special construction funding provided by states, Tribal governments, or other federal agencies on a one-to-one basis, up to an additional ten percent for the applicant's discount rate. Total E-Rate support with matching funds may not exceed 100 percent.

- More information is available on the [Additional Discount to Match State/Tribal Funding for Special Construction](#) page.

Eligible Fiber Services: State/Tribal Match Funding

- [State or Tribal Match](#) Eligibility Requirements:
 - The broadband service must meet the FCC's long-term connectivity targets.
 - The funding must be from an eligible source.
 - The terms and conditions associated with the state funding must not conflict with E-Rate program rules.
 - The total amount of support, including matching funds, may not exceed 100 percent of the cost of the project.
 - State (or Tribal) match funds are available for special construction only—applicants should create separate funding requests on their FCC Forms 471 for special construction.
- Applicants seeking additional E-Rate discounts to match state funding for special construction must submit information with their FCC Form 471 filing that USAC will use to determine:
 - Whether the state funding is from an eligible source;
 - That any terms and conditions associated with the state funding are not in conflict with E-Rate rules;
 - The appropriate calculation of the additional E-Rate discount, if any; and
 - Whether the project meets the FCC's connectivity targets.

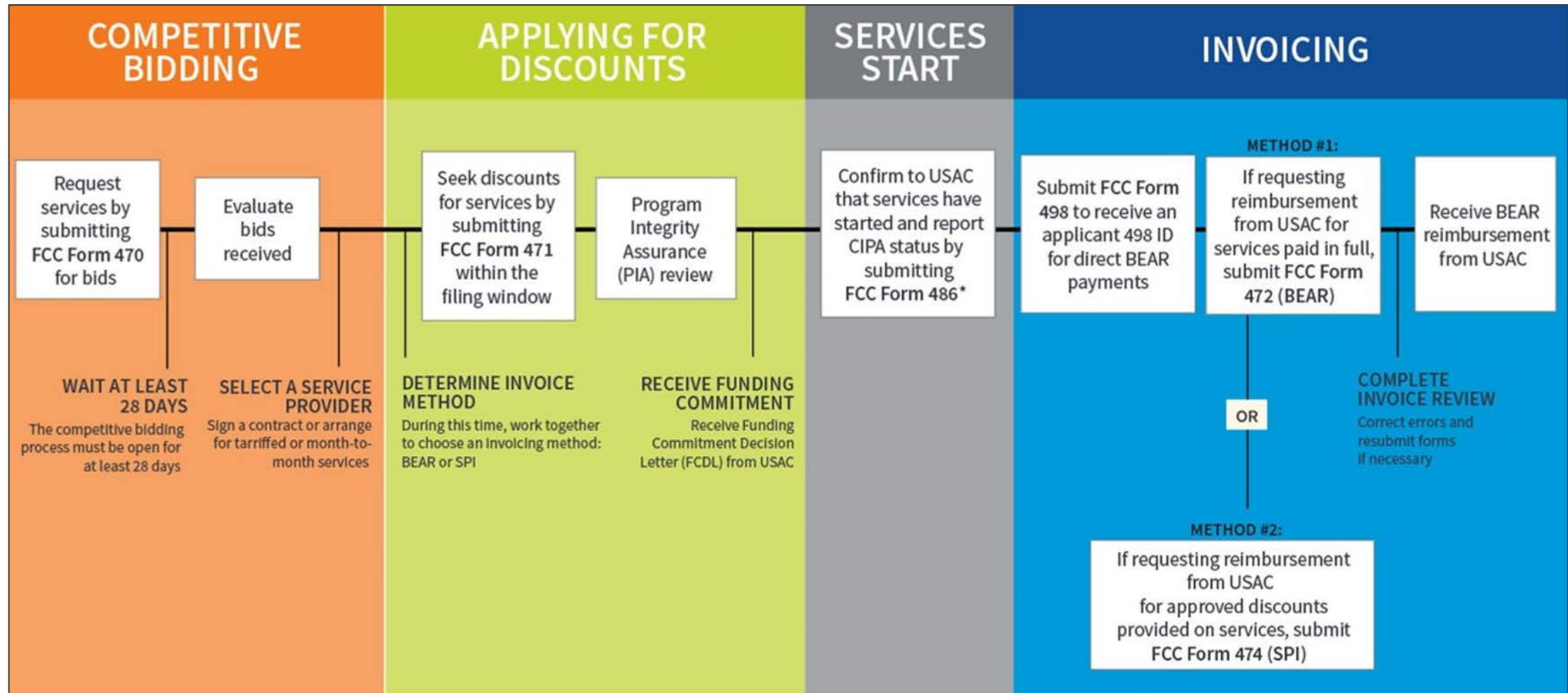
Questions?

Application Overview

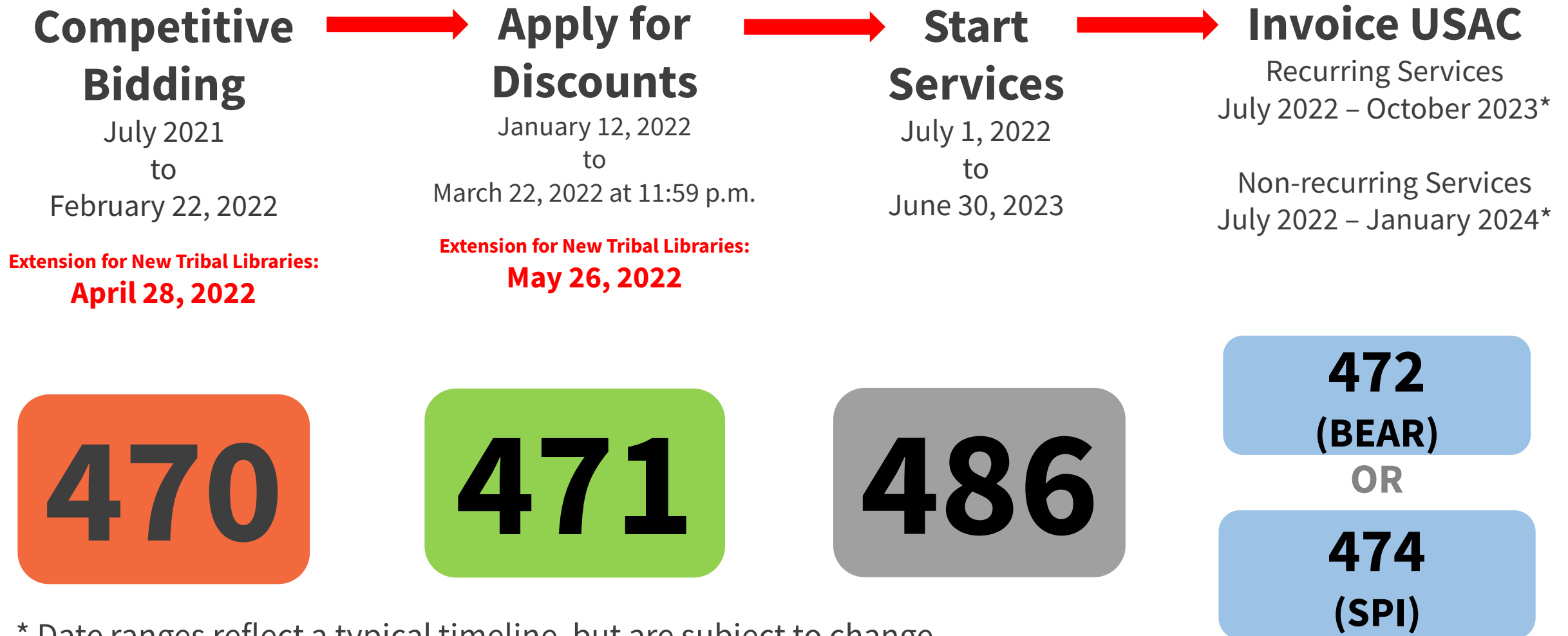


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Application Cycle Overview



Applicant Forms and Important FY2022 Dates



* Date ranges reflect a typical timeline, but are subject to change.

Important E-Rate Terminology

E-Rate Productivity Center (EPC)

Funding Year

Filing Window

Identifying Numbers (BEN, SPIN, CRN)

Funding Request Number (FRN)

Service Start Date

Children's Internet Protection Act (CIPA)

E-Rate Productivity Center (EPC)

- **E-Rate Productivity Center (EPC)** is the account and application management portal for the E-Rate program.
- Applicants use this tool to:
 - Manage and complete E-Rate program processes,
 - Receive notifications,
 - Open customer service cases, and
 - Contact customer service.
- Instructional Step-by-Step Videos are available on the [Videos](#) page.
- **Note:** Setting up new user and entity profiles in the EPC can take several days to complete depending on a number of factors, including the number of entities joining a consortium and the availability of designated users to activate their accounts. See the [Before You Begin](#) page or the [Registration Checklist for New Tribal Libraries](#) (PDF).

Funding Year

- A Funding Year (FY) starts on July 1 and ends the following June 30.
 - **FY2022 starts on July 1, 2022 and ends on June 30, 2023.**
 - **FY2023 starts on July 1, 2023 and ends on June 30, 2024.**
- **Delivery and installation of services**
 - **Recurring services** (e.g., monthly internet access) must be delivered during the funding year.
 - **Non-recurring services** (e.g., equipment installations) can generally be installed through September 30 following the close of the funding year.
 - The September 30 deadline can sometimes be extended, either automatically or by request.
 - Delivery and installation can sometimes start before the funding year (i.e., before July 1).

Application Filing Window

- FCC Forms 471 are filed during the FCC Form 471 application filing window.
 - The filing window generally opens in mid-January and closes in mid-March in advance of the start of the funding year (the FY 2022 filling window is open from January 12, 2022 through March 22, 2022).
- Applications (FCC Forms 471) filed outside of the filing window are not considered for funding and will need a waiver from the FCC.
- On March 4, 2022, the Bureau extended the application filing window for 65 days for new Tribal library applicants and applicants that include new Tribal libraries as recipients of services. These applicants have until **May 26, 2022** to file their FCC Form 471 without needing a waiver from the FCC.
- **FCC Window Waiver**
 - USAC cannot approve appeals or waiver requests that ask for a waiver of the E-Rate program rules—you must file a request for waiver with the FCC.
 - Basic instructions for filing the FCC Window Waiver Requests is on the [FCC Form 471 Filing](#) page.

Identifying Numbers

- **Billed Entity Number (BEN)** - Assigned to each **applicant entity** in the system.
 - Each entity that receives and pays bills is assigned a **Billed Entity Number (BEN)**.
 - For example: an independent school, a school district, a independent library, a library system, a consortium, or an educational service agency.
 - Schools in a school district, libraries in a library system, and NIFs also have entity numbers.
- **Service Provider Identification Number (SPIN)** - Assigned to participating providers.
 - Service providers may have more than one SPIN due to:
 - Different business units or service areas.
 - Mergers and acquisitions.
- **Consultant Registration Number (CRN)** - Assigned to each consultant in the system.
 - A consultant may be a single individual or a consulting firm with multiple employees.

Funding Request Number (FRN)

- Applying for discounts
 - You list the equipment and/or services and identify the costs for those equipment and/or services on the FCC Form 471.
 - Each of these funding requests is assigned a number – a Funding Request Number (FRN).
 - You can have one or multiple FRNs on your FCC Form 471.
- FRNs are specific to:
 - Recipient(s) of Service (ROS)
 - Category of service
 - Service type (Data Transmission and/or Internet Access, Internal Connections, BMIC, Managed Internal Broadband Services)
 - FCC Form 470
 - Service provider (SPIN)
 - Contract, if you have one
- An FRN can have one or many types of equipment and/or services, as long as the equipment and/or services have all the above in common.

Service Start Date

- What is my Service Start Date (SSD)?
 - If the SSD occurs:
 - Before the start of the funding year, the start date is the first day of the funding year: July 1, 2022.
 - i.e., For installations that started on May 25, 2022 before the funding year, the SSD is July 1, 2022 of the funding year.
 - Starts on any day during the funding year (between July 1, 2022 and June 20, 2023), then the first day is the actual start date.
 - i.e., For services starting August 7, 2022 of the funding year, the SSD is August 7, 2022 of the funding year.
- Your Form 486 must be filed within 120 days of the service start date, which you reported on the Form 486, or within 120 days of the date you received your Funding Commitment Decision Letter, whichever is later.

Start Services

486

Funding Year 2022

July 1, 2022

to

June 30, 2023

Children's Internet Protection Act (CIPA)

- Applicants must certify compliance with the Children's Internet Protection Act (CIPA) to be eligible for E-Rate program discounts on Category One internet access and all Category Two services – internal connections, managed internal broadband services, and basic maintenance of internal connections.
- **CIPA requirements** include the following three items:
 1. Internet Safety Policy;
 2. Technology Protection Measure; and
 3. Public Notice and Hearing or Meeting.
- In general, **school and library authorities must certify that:**
 1. They have complied with the requirements of CIPA;
 2. They are undertaking actions, including any necessary procurement procedures, to comply with the requirements of CIPA; or
 3. CIPA does not apply because they are receiving discounts for telecommunications services only.
- Learn more on the [CIPA](#) page.

Questions?

Step-by-Step Application Overview

Step-by-Step Application Overview

- **Pre-Plan** [Before You Begin](#)
 - Resource: [Registration Checklist for New Tribal Libraries](#) (PDF)
- **Step 1** [Competitive Bidding](#)
- **Step 2** [Selecting Service Providers](#)
- **Step 3** [Applying for Discounts](#)
 - Resource: [E-Rate Program FCC Form 471 Submission Checklist](#)
- Step 4 [Application Review](#)
- Step 5 [Starting Services](#)
- Step 6 [Invoicing](#)
- Review [Before You're Done](#)

Document Retention

- You must keep all [documentation](#) for at least 10 years from the last date to receive service.
 - Here are some examples of documentation that would be needed for pre-planning and step one:
 - Evidence of eligibility for E-Rate participation
 - Proof of square footage
 - Bids
 - Competitive Bidding/Evaluation Matrix
 - For multi-year contracts, this means 10 years from the contract expiration date.
- Retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to your applications.
 - i.e., For recurring internet access service for FY2022, both the applicant and the service provider **must retain all records** until at least June 30, 2033.

Step 1: Competitive Bidding

FCC Form 470

FCC Form 470: Description of Services Requested and Certification Form

FCC Form 470 Overview

- **Step 1:** Use FCC Form 470 to start your competitive bidding process.
 - Prepare to evaluate bids.
 - Create an evaluation matrix using the price of the eligible services or equipment as the primary factor.
 - You may use other bid evaluation factors, but price of the eligible services and equipment must be the most heavily weighed factor.
 - Wait at least 28 days before moving to Step 2: Select a Service Provider.

Requesting Services

- The FCC Form 470 opens the competitive bidding process.
- It notifies potential bidders of the types and quantities of equipment and/or services requested.
- Only the applicant or its authorized representative can prepare, sign, or submit the FCC Form 470.

Competitive Bidding Requirements

- Applicants must seek competitive bids for eligible equipment and services by submitting FCC Form 470 to USAC. USAC will post the FCC Forms 470 on its public website that service providers will use to view the requests and submit responsive bids to the applicants.
- Request for bids must be posted for at least 28 days on USAC's website before an applicant can select and enter an agreement with a service provider.
- To comply with the **28-day waiting requirement**, the FCC Form 470 will need to be submitted by April 28, 2022, to allow time to also submit the funding application (FCC Form 471) by May 26, 2022 (last day of the extended filing window for new Tribal library applicants). We encourage applicants to submit the FCC Form 470 as soon as possible and not to wait until April 28 to do so.
- Applicants must carefully consider all bids received and then select the most cost-effective service offering, using price as the primary factor in the bid selection. Other factors may be used in the bid evaluation process, but price of the eligible equipment and services must be weighted most heavily.

Competitive Bidding – Exceptions

- All purchases must go through a competitive bidding process, with some exceptions.
- Exceptions:
 - Multi-year contracts that have already been competitively bid through the FCC Form 470 process.
 - C1 services for Commercially Available Business-Class Internet Access if all of the following are met:
 - It is **commercially available**. This means that it is publicly available to non-residential customers (such as enterprise, small business, or other government customers) in the same form and at the same rates that it is offered to schools or libraries. Therefore, it may not be purchased through a master contract signed for just certain customers, even if the contract includes schools and libraries.
 - It is **low cost**. This means that the total annual pre-discount cost for the service, including any one-time costs such as installation, **does not exceed \$3,600 per year per school or library**.
 - It is **high-speed**. This means that the service must provide **bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream**.

Competitive Bidding – State/Tribal-Wide Contract Purchasing

- A state master contract is a contract that is competitively bid and put in place by a state government entity for use by an eligible entity. When competitively bidding the state master contract, a state/Tribal wide agency can submit a statewide FCC Form 470 that applicants can reference if they are purchasing from the state master contract.
- Alternately, if the state master contract was not competitively bid using an FCC Form 470, the applicant may file an FCC Form 470 and consider the state master contract as one of the bids received in their bid evaluation process.

Requesting Services: Requests for Proposal

- **Requests for Proposals (RFPs)** may be created to describe specific needs and circumstances in more detail.
- RFP documents are any documents that provide additional information to potential bidders on the scope or details of your project.
 - For most types of service requests, RFPs are not required. However, you must issue an RFP for some requests or if you are required to do so by state, Tribal, or local rules.
 - Services on your FCC Form 470 and RFP must match.
 - All RFPs and RFP documents must be attached to your FCC Form 470 in EPC.

Application for Funding

- Applicants, after filing their FCC Form 470, waiting at least 28 days, selecting service providers using price of the eligible equipment and services as the primary factor, then submit funding requests for the eligible equipment and/or services by filing the FCC Form 471, funding application.
- Applications are reviewed for compliance by USAC. USAC may reach out to you for additional information regarding your funding applications during the review process.
- You will receive a funding commitment decision letter (FCDL) from USAC that will approve, modify, or deny your funding request(s). You may appeal USAC's funding decisions, if you disagree with the decision(s).

Pro-Tip: Review Resource for Competitive Bidding

- Review the Related User Guides:
 - [FCC Form 470 Filing EPC System Guide FY2022](#) (PDF)
 - [FCC Form 470 Services Guiding Statements Reference Table \(FY2022\)](#) (PDF)
- Instructional videos on FCC Form 470 are available online:
 - [How to File an FCC Form 470](#) (26:04 mins)
 - [How to Search for FCC Form 470](#) (12:25 mins)
 - [E-Rate Competitive Bidding Process](#) (5:00 mins)
- Keep information about Eligible Services on hand:
 - [FY2022 Eligible Services List](#) (PDF)
 - Eligible Services 101 Webinar [Slide Deck](#) (PDF)
- Preview the Training Sample for [FCC Form 470](#) (PDF)

Step 2: Selecting Service Providers

Evaluating Bids

Evaluating Bids

- To evaluate incoming bids, create a bid evaluation matrix or similar document.
- Develop evaluation criteria or factors to assess the bids.
 - You can have one or multiple factors.
- Assign each evaluation factor a point value or percentage.
 - **The price of the eligible products and services must be the most heavily weighted factor.**
 - Other factors, including other non-price factors, can be considered as well; but they cannot be weighted equally or higher than price of the eligible equipment and services.
- The vendor with the most overall points is the winner.
- **Resources**
 - Review the [How to Construct an Evaluation Matrix](#) webpage
 - Download a [Sample Bid Evaluation Matrix](#) (PDF)
 - More details available in the Appendix Section of this slide deck

Sample: Bid Evaluation Matrix

- Evaluate your bids using a matrix, filled in with your chosen factors and point values.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of eligible products and services	50	15	50	35
Prior experience with vendor	20	20	0	20
Service provider bonded	20	7	13	20
Local or in-state vendor	10	10	8	7
Total	100	52	71	82

Result: Vendor #3 wins. Note that this may not be the lowest cost vendor.

Evaluating Bids: Zero or One Bid Received

- If you receive only one bid, and it is cost-effective, you may accept it.
 - Document your decision with a memo or email to your file.
- If you did not receive any bids, you can solicit bids after the 28-day waiting period.
 - Reach out to vendors in the area.
 - Ask your current service provider to submit a bid or confirm they are willing to continue your current services at the same cost.

Duplicative Services

- Duplicative services are services that provide the same functionality for the same population in the same location during the same period of time.
- Backup or redundant services – services sought to reduce reliance on any single service provider's network during an outage – are considered duplicative.
- Services that provide necessary bandwidth requirements, such as multiple T-1 lines when appropriate for the population served and the services to be received, may not be considered duplicative. However, the applicant must still evaluate and choose the most cost-effective option from the bids received.
- E-Rate cannot fund duplicative services.

Fair and Open Competition: Gift Rules

- Receipt or solicitation of gifts by applicants from service providers (and vice versa) and potential service providers is a competitive bidding violation.
- Service providers may not offer or provide any gifts or thing of value to applicant personnel involved in the E-Rate program.
- Gift prohibitions are always applicable, not just during the competitive bidding process.
- Exceptions for gifts must be limited to items worth \$20 or less, including meals or prizes, and cannot to exceed \$50 from one service provider to each individual per funding year.
- Watch our [Gift Rules video](#) for more details on the gift rules.
- **FCC E-Rate Gift Rule Waiver Extended through the end of FY2021**
In light of the ongoing COVID-19 pandemic, the FCC found good cause to extend its waiver of the E-Rate program gift rule through June 30, 2022, the end of FY 2021. (See [DA 21-1257](#)).

Contracts

- Applicants must have a signed contract or other legally binding agreement in place and loaded in EPC prior to submitting their FCC Forms 471 to USAC.
- Applicant must not sign a contract before the Allowable Contract Date (ACD), which is 28 days after the FCC Form 470 is filed.
- Signed contracts constitute the best evidence that a legally binding agreement exists.
- A verbal offer and/or acceptance will not be considered evidence of the existence of a legally binding agreement.
- Learn more on the [State Master Contracts](#) webpage.
- **Resource**
 - **Instructional Video:** [How to Create a Contract Record](#) (5:58 mins)
 - [How to Create a Contract for Low Cost High Speed Internet](#) (4:55 mins)

Pro-Tip: Review Resource for Selecting Service Providers

- [Selecting Service Providers](#) webpage
- Review the [How to Construct an Evaluation Matrix](#) webpage
- **Reminder**
 - Your [FCC Form 470](#) and your request for proposal (RFP), if you issued one, must both have been publicly available for the same [28-day period](#) before you can close your competitive bidding process.
 - Once you have chosen your service provider(s) and signed a contract (if applicable), you can file an FCC Form 471 to apply for discounts as soon as the [FCC Form 471](#) application filing window opens.
 - Document Retention
 - You must keep all [documentation](#) for at least 10 years from the last date to receive service.
 - For multi-year contracts this means 10 years from the contract expiration date.

Questions?

Step 3: Calculating Discounts

Discounts are calculated and reported to USAC on
FCC Form 471

FCC Form 471: Description of Services Ordered and Certification Form

- **Step 3:** Apply for Discounts using FCC Form 471
- Provide information about your requests
 - Discount level
 - Costs of services
 - Service providers

**Apply for
Discounts**

471

FY2022 Dates

January 12, 2022
to
March 22, 2022
at 11:59 p.m.

Discounts – Overview

- Discounts depend on two factors:
 - The percentage of students eligible for the National School Lunch Program (NSLP) – in the school district.
 - The urban or rural status of the school district or library system.

FY2022 E-RATE COVID-19 RESPONSE UPDATE

- Due to the ongoing impact of the COVID-19 pandemic, the FCC acknowledges that it may be challenging to provide student enrollment and NSLP numbers as of October 1, 2021.
 - In preparation for the FY2022 application filing window, applicants will be permitted to provide full-time student enrollment numbers from their most recently approved FCC Form 471/NSLP profile information (including FY2020 or FY2021).
 - Applicants can use their more recently approved FCC Form 471 student enrollment/NSLP information available.
 - This includes providing full-time student enrollment numbers from the most recently approved FCC Form 471 and the most recent and available NSLP information, even if this information is across different school/funding years.

Discounts – NSLP Calculations

- **School District NSLP Calculations**

- Determine the total number of students eligible for NSLP in the school district.
- Determine the total number of students in the school district.
- Divide the first number by the second number.

- **Library NSLP Calculation**

- Determine the main branch of the library.
- Determine the school district in which the main branch of the library is located.
- Use the NSLP percentage calculation for that school district.

Discounts – Consortium Discount

- The discount calculation for a consortium is the simple average of the discounts of its members.
- However, the discount for a consortium on a particular application (FCC Form 471) is calculated based on the members of the consortium that are featured on that application.

Urban or Rural Status

- Automatically populated by the EPC portal based on physical address.
- The definition of “rural” and the manner in which schools and libraries determine their urban or rural status changed in Funding Year 2015. An individual school or library is designated as “urban” if located in an “Urbanized Area” or “Urban Cluster” with a population of 25,000 or more as determined by the U.S. Census Bureau.
- Any school or library not designated “urban” will be designated as “rural.”
- **Note: Urban/rural discount for a school district or library system**
 - If more than 50 percent of the schools in a school district or libraries in a library system are considered rural, the school district or library system is eligible for a rural discount. If 50 percent or fewer of the entities are considered rural, the school district or library system is eligible for an urban discount.
- For information, visit the [Urban or Rural Status](#) page or you can call the Customer Service Center (CSC) at (888) 203-8100, Monday – Friday, 8 a.m. to 8 p.m. ET, for help to determine your urban/rural status.

Discount Matrix

Income Measured by percentage of students eligible for NSLP	Urban Status Discount Rate	Rural Status Discount Rate
Less than 1%	20%	25%
1% to 19%	40%	50%
20% to 34%	50%	60%
35% to 49%	60%	70%
50% to 74 %	80%	80%
75% to 100%	90% for C1, 85% for C2	90% for C1, 85% for C2

- National School Lunch Program (NSLP)
- Category One (C1) Services
- Category Two (C2) Services

Category Two (C2) Budgets

- Your C2 budget for the 5 year period is determined when the first C2 FCC Form 471 in the budget cycle is certified. This includes a certified consortium FCC Form 471 that includes your organization.
- **For the FY2021-FY2025 cycle:**
 - The **school multiplier** is \$167.00 per student.
 - The **library multiplier** is \$4.50 per square foot for all libraries.
 - The **funding floor** is \$25,000.00.
- Applicants are eligible for \$25,000 when the C2 budget calculation for an entity results in a figure below the \$25,000 (less than 150 students or 5556 square feet of library space). Examples of entities eligible for the funding floor:
 - A school with fewer than 50 students ($\$167/\text{student} * 50 \text{ students} = \$8,350$ therefore **\$25,000**)
 - A library with less than 556 square feet ($\$4.50/\text{square foot} * 555 \text{ square feet} = \$2,497.50$ therefore **\$25,000**)
- Watch the [Category Two Budgets Webinar Recording](#) and review the [slide deck](#)

Calculating C2 Budgets with 10 or Fewer Sites

- School districts with 10 or fewer schools and library systems with 10 or fewer library branches have the option to calculate their C2 budgets on a per-site basis and then combine the results.
 - **Small school district example:** A school district consists of three schools – one school with 50 students, one school with 100 students, and one school with 200 students. This school district can calculate its C2 budget as $\$25,000 + \$25,000 + \$33,400 = \$83,400$, because the first and second schools would be eligible for the funding floor.
 - **Small library system example:** A library system consists of a bookmobile, a library branch with 4,000 square feet, and a library branch with 7,500 square feet. This library system could calculate its C2 budget as $\$25,000 + \$25,000 + \$33,750 = \$83,750$, because the bookmobile and the smaller library branch would be eligible for the funding floor.

Pro-Tip: Review Resource for Calculating Entity Discounts

- Entity discounts range from 20 to 90 percent of the cost of eligible services. You can:
 - Refer to the program's [discount matrix](#) for basic information on discount percentages, and
 - Review information on [calculating your discount](#) to find out what your discount would be.
- **Reminders**
 - Applicants seeking additional E-Rate discounts to [match state funding for special construction](#) must submit information with their FCC Form 471 filing that USAC will use to determine eligibility.
 - Schools and libraries can apply on their own or they can form [consortia](#) to aggregate demand and thereby negotiate lower prices. The entity leading the consortium may or may not be eligible for discounts.

Filing FCC Form 471

FCC Form 471 Overview

- Applicants file an FCC Form 471 (Description of Services Ordered and Certification Form) to request funding for eligible services and equipment for the upcoming funding year.
- Applicants must
 - include information on the recipients of services and service provider(s);
 - provide detailed descriptions of services including costs and dates of service and/or the requested equipment; and
 - certify compliance with program rules.

FCC Form 471 Application Window

- The filing window for the FCC Form 471 – generally opens in mid-January and **closes in mid-March**.
 - FY2022 Filing Window closed on **March 22 at 11:59 p.m. ET**.

WCB Extends FY2022 Application Filing Deadline for New Tribal Libraries

- A new Tribal Library applicant or an application with a new Tribal library entity(ies) listed as recipient(s) of service have until **Thursday, May 26, 2022** to submit and certify their FY2022 FCC Form 471 in EPC. See DA 22-231.
- You can file FCC Form 471 after you have completed your competitive bidding process (FCC Form 470), waited 28 days, selected your vendor(s), and signed contract(s) (if appropriate).
- If you are not a new Tribal library, you will need to file a waiver if you do not file your FCC Form 471 by 11:59 pm on March 22, 2022.

Out of Window Applications

- If you certified your FCC Form 470 **after** February 22, 2022, you will still need to wait 28 days before certifying FCC Form 471, which means you will not be able to certify your FCC Form 471 before the filing window closes on March 22.
- You can still submit and certify your FCC Form 471 after waiting the 28 days and after March 22, but USAC cannot consider your FCC Form 471 unless the FCC grants a waiver.
 - FCC Forms 471 filed after the deadline are not considered for funding unless an FCC waiver is filed and approved by the FCC. You will need to file a waiver with the FCC and receive approval for USAC to consider your application.
- **FCC Window Waiver**
 - USAC cannot approve appeals or waiver requests that ask for a waiver of the E-Rate program rules—**you must file a request for waiver with the FCC.**
 - Basic instructions for filing the FCC Window Waiver Requests is on the [FCC Form 471 Filing](#) page.

Note: New Tribal libraries do not need to submit a waiver if the FCC Form 471 is submitted and certified on or before **Thursday, May 26, 2022**. New Tribal libraries must still file the FCC Form 470 and wait 28 days prior to selecting their service provider(s), before filing the FCC Form 471.

E-Rate Program FCC Form 471 Submission Checklist

- Below is a list of the information applicants need before filing their FCC Form 471. This list is illustrative and is not intended to be exhaustive.
- 1. Make sure everything on your FCC Form 470 is accurate. (Separate FCC Forms 471 must be created for Category 1 and Category 2 services) If you need to make allowable corrections to the 470 or entity record, an Account Administrator must make them. The Account Administrator will have the **Manage Organization** button in EPC (top right of the screen).
- 2. Your FCC Form 470 filing number. This number is located on your FCC Form 470.
- 3. Contact Information
 - The "Main Contact Person" (Must be an EPC user)
 - Holiday/Summer Contact Name and phone number

(Continued on next slide)

- Download the [E-Rate Program FCC Form 471 Submission Checklist](#)

E-Rate Program FCC Form 471 Submission Checklist

4. The specifics of what you are purchasing

- The category(ies) of service entered on the FCC Form 471 must have been competitively bid for on the FCC Form(s) 470.
 - If you are receiving services under both categories of service, you will need to file separate FCC Forms 471.
 - Determine how many applications, FRNs, and line items you'll need (see training link).
 - Each **FRN** must have all of the following information in common: BEN, contact information, category of service (C1 or C2), Service type (Data Transmission and/or Internet Access, Internal Connections, BMIC, Managed Internal Broadband Services), FCC Form 470, Service Provider (SPIN), purchase type (contract, month-to-month, tariff), Contract ID (if you have one), service start and end dates, and recipients of service (ROS)
 - Each **FRN line item** must have all of the following information in common: equipment or service, rates and quantities, ROS. Each may have unique or overlapping ROS. (Duplicative or redundant services are ineligible.)
 - General product information (Use the [bulk upload template](#) to help you organize this information).
 - If you are continuing any FRNs from the previous year (as in a multi-year contract), you may copy the prior year FRN when filing your application and modify if needed.
- Download the [E-Rate Program FCC Form 471 Submission Checklist](#)

Before You Begin: FCDL Terms Defined

- **Pre-Discount:** Total cost of the equipment/services before the E-Rate discount is applied.
- **Discount Amount:** Pre-Discount Amount *times* discount rate.
- **Post-Discounts & Invoicing Amounts:**
 - Total Eligible Charges *times* discount rate equals FRN committed amount on the FCDL.
 - The “Commitment Request” in EPC is the amount eligible for funding and payment through the E-Rate program and for payment during the invoicing process.
- **Non-Discount Amount:** Amount applicant pays for the services/equipment using **non** E-Rate funds. The non-discount amount cannot be paid or credited by the service provider.

E-Rate FCC Form 471 Application Terms

- **Application Number** – A unique number that USAC assigns to each FCC Form 471. Each BEN can have one or more applications. C1 and C2 services must be on different applications. BENs applying for both of these categories of service will need at least two applications
- **Funding Request Number (FRN)** - A unique number that USAC assigns to each funding request in an FCC Form 471. Each FCC Form 471 application can have one or multiple FRNs.
 - Each FRN must have all of the following information in common: BEN, contact information, category of service (C1 or C2), Service type (Data Transmission and/or Internet Access, Internal Connections, BMIC, Managed Internal Broadband Services), FCC Form 470, Service Provider (SPIN), contract (if you have one), dates of service, recipients of service
- **FRN Line Item** - A unique number assigned to each Line Item within the FRN, beginning with the funding request number. For example, the first line item within FRN 2299000180 would be number 2299000180.001. Each FRN can have one or multiple line items.
 - Each FRN line item must have all of the following information in common: equipment or service, rates and quantities, recipients of service

E-Rate FCC Form 471 Application Terms

1. What is the specific equipment or service and which category does it fall under?

- C1: Data Transmission or Internet Access
- C2: Internal Connections, Basic Maintenance of Internal Connections (BMIC), or Managed Internal Broadband Services (MIBS)
- If you are requesting both C1 and C2 services, you will need to put these requests on **different FCC Form 471 applications**.

2. Is this a contracted or month to month service or multiple contracts?

- Services under different contracts, or services provided on a month-to-month basis, must be under **different FRNs**.
- If services are being provided by **multiple Service Providers**, then **separate FRNs** must be created.

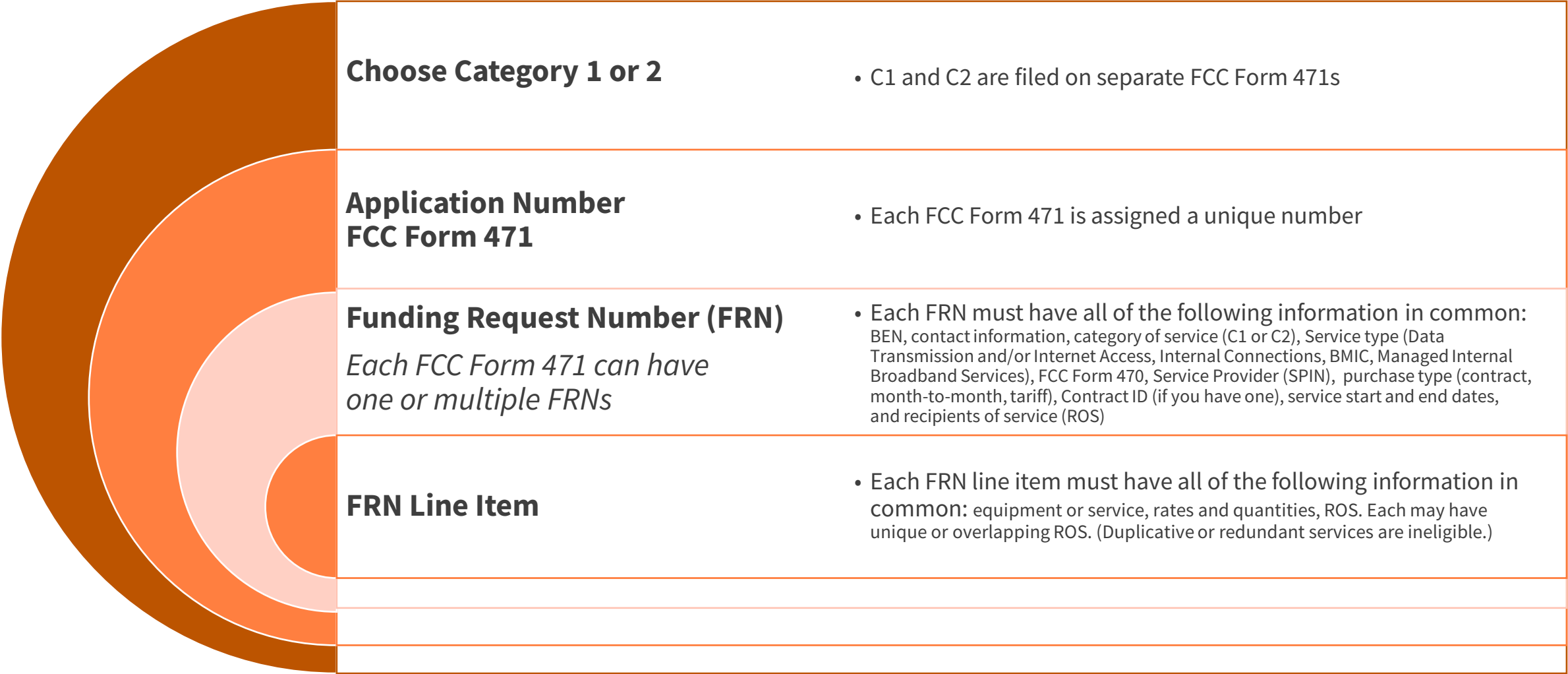
3. What is the exact type of equipment or connection being requested?

- C1 Example: Fiber Ethernet vs Copper Cable Modem
 - Since both fall under Data Transmission/Internet Access, they may be able to share an FRN using separate line items.
- C2 Example: Switch vs a License providing basic maintenance services
 - Since these are separate service types (i.e., internal connections and basic maintenance of internal connections) they require separate FRNs.

4. Are the recipients of service or the dates of service different?

- If either are different, **different FRNs** must be created.

Relationship Between Unique Numbers



Common FCC Form 471 Application Errors

- 1. Not correctly classifying the category of service or equipment/service type on the Form 470**
 - Determine the equipment/services you need and contact the CSC to verify correct classification of equipment/services.
 - Competitively bid for all necessary equipment and service types by filing an accurate Form 470 that accurately describes the equipment and service(s).
- 2. Filing an inaccurate FRN with the wrong equipment/service type**
 - Work with your service provider to ensure that equipment/services are accurately represented on the Form 471.
 - Contact the CSC or your PIA reviewer with any questions.
- 3. Failing to remove ineligible services/equipment.**
 - Work with your service provider to determine whether your requested service/equipment is 100% eligible.
 - Remove any ineligible amounts when creating your FRN(s).

Basic Information Needed to Create an FRN

- ☐ Application Number
- ☐ Category of Service
- ☐ Purchase Type (MTM, Contract, Tariff)
- ☐ EPC Contract ID (if applicable)
- ☐ Form 470 Number
- ☐ Service Provider ID Number
- ☐ Service Connection Type (C1)
- ☐ Bandwidth (C1)
- ☐ Type of Internal Connection (C2)
- ☐ Manufacturer
- ☐ Part #/SKU
- ☐ Monthly Recurring and/or One-Time Charges
- ☐ Service Start and End Dates
- ☐ Ineligible Amount(s)
- ☐ Quantity
- ☐ Recipients of Service

EPC Calculates:

- Total Pre-Discounted Amount
- Discount Rate
- Total Post-Discount

Eligible Equipment or Services: Key Reminders

- Equipment and services fall into a particular **Category of Service**.
- Commitments for different categories of service can be for different term lengths.
 - Internal Connections – **All years** of the contract can be billed in a single funding year
 - e.g., For a 3-year contract for 100% eligible Internal Connections equipment or services at a pre-discounted amount of \$12,000, the full amount of \$12,000 could be entered into a single FRN for that funding year.
 - BMIC – Only the **current year** of service can be included in a single funding year and multi-year contract amounts must be prorated.
 - e.g., For a 3-year contract for 100% eligible BMIC services at a total pre-discounted amount of \$12,000, the FRN could only request a single year of expenses, or \$4,000, in a single funding year. BMIC services can only be invoiced after they are actually provided/performed.

Eligible Equipment or Services: Key Reminders

- **E-Rate Eligibility:** Equipment or services may be partially eligible under E-Rate depending on the nature of the services and the Eligible Services List (ESL) for a particular year.
- **Applicants are responsible for determining before filing FCC Form 471:**
 1. Total Costs, and
 2. Ineligible portions

How To Determine

Contact the manufacturer or Customer Service Center (CSC) to determine a particular equipment item or service's eligibility before submitting your FCC Form 471 to:

1. Determine eligibility under E-Rate, and
2. Confirm the category of service for that eligibility.

Example 1: Equipment A

Tables contain an example of the Cost Calculation for an FRN Line Item at pre-discount.

Monthly Cost

Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Costs

One-time Unit Cost	\$1,000.00
One-time Ineligible Unit Cost	\$ 200.00
One-time Eligible Unit Cost	= \$800.00
One-time Quantity	1
Total Eligible One-time Costs	= \$800.00

Summary

Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	\$800.00
Pre-Discount Extended Eligible Line Item Cost	= \$800.00

Calculating Pending Commitment Amount

Pre-Discount Extended Eligible Line Item Cost	= \$800.00
Discount Rate	90%
Total Pending Committed Amount	\$720.00

You pay

$$\text{\textcolor{green}{\$1,000.00}} - \text{\textcolor{blue}{\$720.00}} = \$280.00$$

Questions?

Ready to Get Started

Create User Profiles
Billed Entity Numbers



Universal Service
Administrative Co.

Before You Start: EPC Administrative Window

The EPC Administrative Filing Window is the period during which applicants can make updates to their profile information in EPC to prepare for the upcoming FCC Form 471 application filing window. During the administrative window, applicants can update their student counts, National School Lunch Program (NSLP) participation rates, contact information, and request a Category Two (C2) Budget recalculation.

When the EPC Administrative Window is Closed:

- **First-time Filers**
 - If you are new to the E-Rate program, you will need a user account in EPC.
 - For security purposes, you will also need a login and password for One Portal, our multi-factor authentication security system.
 - If you are new to the program, our Customer Service Center (CSC) at (888) 203-8100 can help you set up your organization's EPC profile and your account administrator.
- **Existing EPC User Accounts** – The EPC Administrative Window is closed. You will not be able to make changes to your EPC profile when the administrative window is closed. If you need to modify some information in an entity profile when the profiles are locked, contact the CSC for further guidance.

Organization Type: Parent Entities and Child Entities

- A parent entity makes decisions on behalf of the child entity, such as filing program forms on their behalf.
- A parent entity may also be responsible for managing their child entity's information in EPC.
- In general, organization accounts in EPC are assigned to parent entities, and their associated child entities are listed on those accounts.
- The **three most common parent-child relationships** in EPC are:
 - A school district (parent entity) to the individual schools and non-instructional facilities (NIFs) that are part of that school district (child entities).
 - A library system (parent entity) to the individual library outlets/branches and NIFs that are part of that library system (child entities).
 - A consortium leader (parent entity) to the members of the consortium (child entities).
- In general, a parent entity must have a BEN to identify itself in its role as a parent entity. The parent entity represented by this entity number is not itself eligible for discounts.

Account Administrator and User Profiles

- Every parent organization (independent school, independent library, school district, library system, consortium) in EPC needs an account administrator.
- Consultants and service providers also need account administrators for their EPC accounts.
- **Account Administrators can:**
 - Create new users
 - Modify the rights of existing users
 - Modify information about their organization
 - Link or unlink their organization to consulting firms and consortia
 - Modify (change) the account administrator
- Review the [EPC Administrative Window Webinar Slides](#) (November 18, 2021) for more background

Check The Tribal Box

- Check the “Tribal” box located in the entity profile of the E-Rate Productivity Center (EPC).
 - **For data reporting purposes**, any eligible E-Rate applicant may self-identify as a Tribal school or library in their EPC entity profile if the majority of students or library patrons served are Tribal members; the school or library is located partially or entirely on Tribal land; is a school operated by or receiving funding from the Bureau of Indian Education (BIE); or is a school or library operated by a Tribal Nation.
- Checking the box helps USAC understand who is participating in the program. We can:
 - Provide Tribal outreach and training; and
 - Assess Tribal training efforts through participation.
- [Instructional](#) video is available online and step-by-step slides are available in this slide deck’s appendix.

“Get Started” Checklist for New Tribal Libraries

- Obtain an FCC Registration Number issued by FCC’s [Commission Registration System \(CORES\)](#)
 - Gather the following information before contacting the Customer Service Center for an [EPC Account and Billed Entity Number](#) (BEN):
 - ☐ Entity’s legal name
 - ☐ Physical address
 - ☐ Mailing address or PO Box, if different than physical address
 - ☐ County name
 - ☐ Telephone number
 - ☐ Information about the organization (e.g., is it an independent library? Part of a library system? Part of a library consortium?)
 - ☐ For libraries that are part of a library system: the library system’s entity number is used to link child libraries appropriately to its parent entity (e.g., Te-Moak Tribe of Shoshone Library System is the parent entity, while the individual branches as the child entities).
 - ☐ Organization sub-type(s): public, private, religious, Tribal, new construction, etc.
 - ☐ Email address for the EPC account administrator (must be an employee of the entity organization)
 - ☐ FCC Registration Number (for all entities that file program forms)
 - ☐ The square footage of library buildings receiving discounted service, as well as whether the entity is the main branch in a library system
 - **Please designate your entity as a Tribal entity** ([instructions](#) are available) to help us track Tribal participation.
 - **Create and file your FCC Form 470** to start competitive bidding (FY2022 deadline for in-window filing is now April 28, 2022)
 - **Wait at least 28 Days** before filing FCC Form 471
 - **File FCC Form 471** (FY2022 deadline is now May 26, 2022)
 - **Retain Documentation**
- Resource:** Download a copy of the [Registration Checklist for New Tribal Libraries](#) (PDF).

Ready to start or need help?

E-Rate Customer Service Center (CSC)
(800) 203-8100

Monday through Friday between 8 a.m. and 8 p.m. ET.

Pro-Tip: Review Resources

- [Entity Numbers](#) webpage
- Review the [EPC Administrative Window Webinar Slides](#) (November 18, 2021) for more background

Questions?

Upcoming Trainings

- **FY2022 Tribal Library Training**

- **Completed Sessions.**

- A recording will be available on the [E-Rate Tribal Training](#) page.

- **Session 1: E-Rate Tribal Info Session for Tribal Library Applicants**

- **Upcoming Sessions.**

- **Session 2: Establish a Consortium**
April 12, 2022 at 4 p.m. ET - [Register](#)
 - **Session 3: Office Hours for Tribal Applicants**
April 19, 2022 at 4 p.m. ET - [Register](#)
 - **Session 4: Office Hours for Tribal Applicants**
May 17, 2022 at 4 p.m. ET - [Register](#)

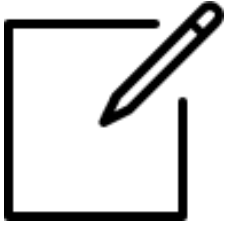
Resources

- [E-Rate Tribal Training webpage](#)
- [E-Rate Webinars](#)
- [Video Tutorials](#)
- [E-Rate Program Applicant Document Retention List](#)

Additional Resources

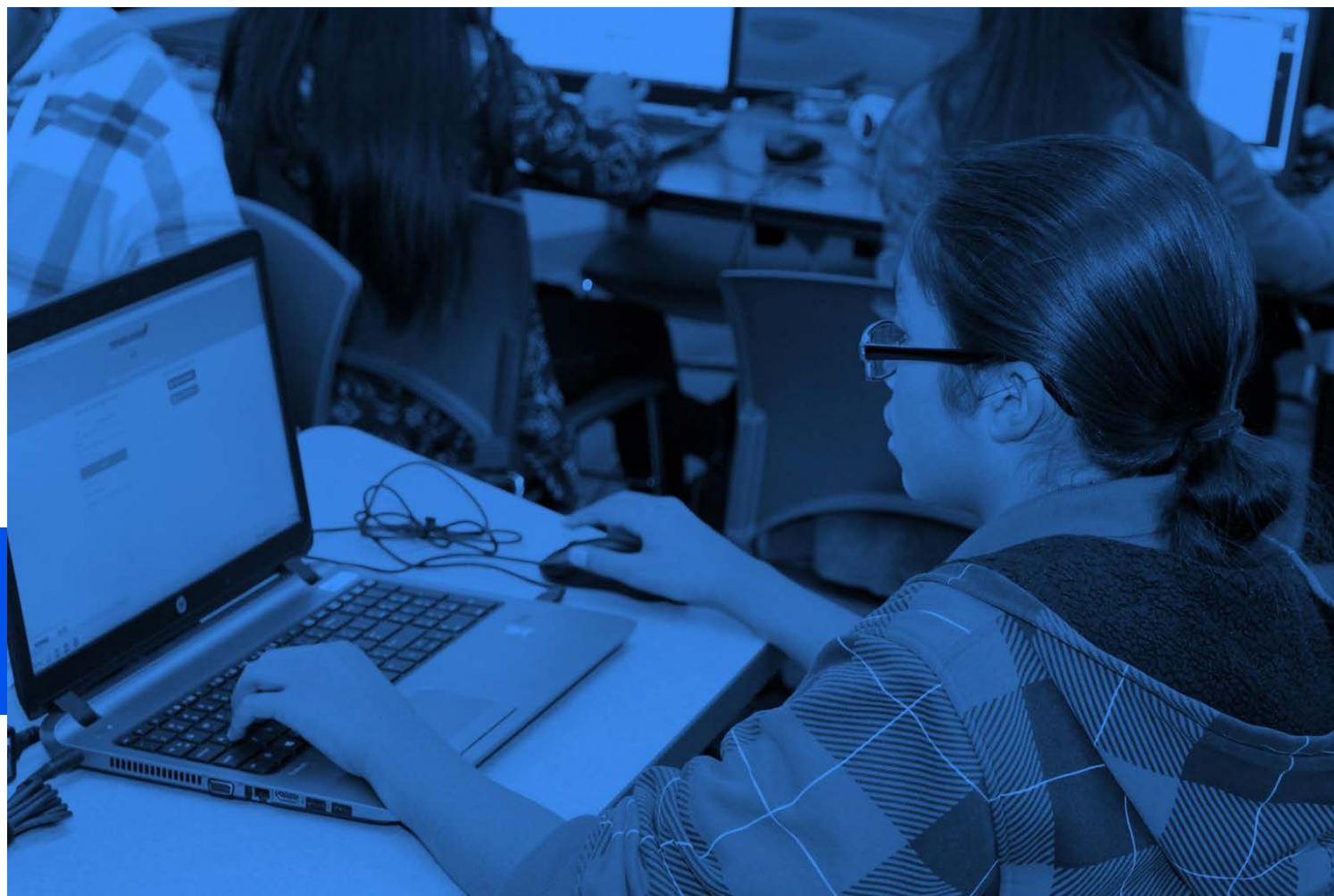
- [Subscribe](#) to the E-Rate News Brief and the E-Rate Tribal e-Newsletter
 - Deadline reminders
 - Training announcements
- Customer Service Center (CSC)
 - Call us at (888) 203-8100
 - Monday – Friday, 8 a.m. to 8 p.m. ET
- For Tribal Partners: The [USAC Tribal Liaison](#) can help guide you to public resources, call centers, or program teams. You can contact USAC's Tribal Liaison at TribalLiaison@usac.org.

Take Our Survey



- We want to hear about your webinar experience.
- Expect an email from invites@mailersurveygizmo.com with a unique survey link in 1-2 business days.
- We appreciate your feedback!

Thank You!





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Appendix

Step 4: Application Review

Step 5: Starting Services

Step 6: Invoicing



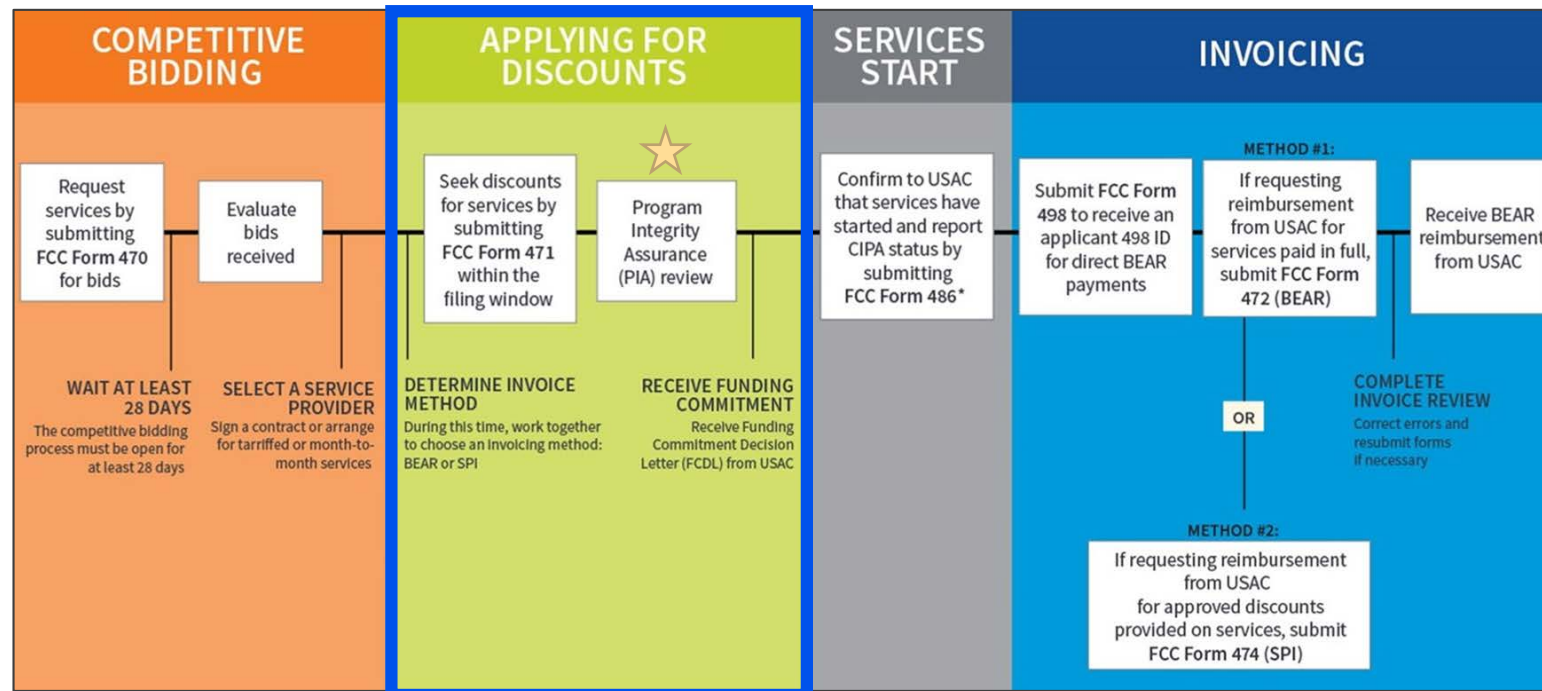
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Step 4: Application Review

Program Integrity Assurance (PIA)

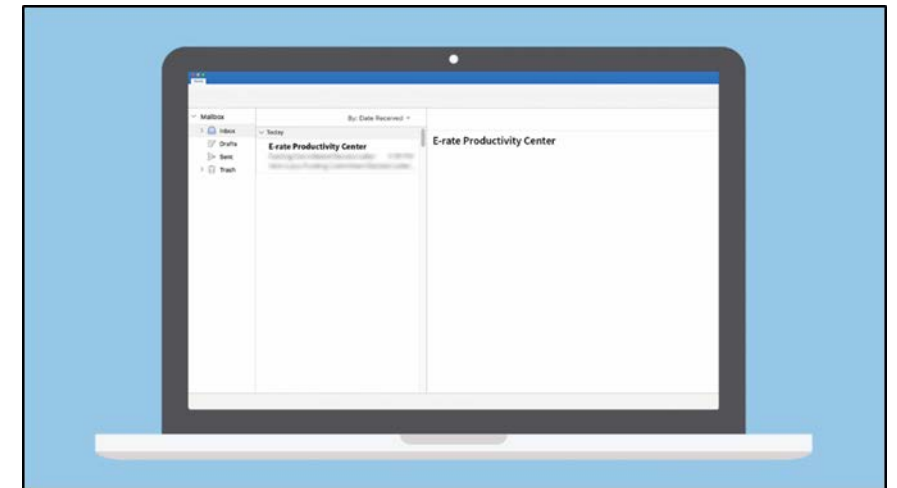
Program Integrity Assurance (PIA) Review

After the FCC Form 471 is certified in the filing window, or has been granted an FCC Waiver if filed out of the filing window, PIA reviewers check the information on the form for completeness and accuracy.



E-Rate Productivity Center (EPC) Account

- Monitor your email inbox and EPC account.
- Be ready to respond to the PIA reviewer's questions.
- The contact person identified on the FCC Form 471 should regularly monitor their email address and EPC account to check for PIA reviewer's questions.



Program Integrity Assurance (PIA) Review

- Your PIA reviewer may contact you to verify:
 - [Eligibility of one or more of your schools or libraries.](#)
 - [Eligibility of the requested services.](#)
 - Compliance with program rules.
- Additional information may be requested such as:
 - Vendor documentation that supports the funding request amount.
 - Supporting documentation that validates the requested discount percentage.
 - Supporting documentation that validates entity's eligibility for E-Rate funding.




Application Status

- While your form is under review, its status changes as the review process progresses.
- During the review process, your application may change status several times, including reverting back to a previous status.
 - This may occur due to the various levels of review involved.
 - Applications reflecting a PIA review status of “wave ready” may be excluded from the upcoming wave if the application is randomly selected for a quality check. After the quality check is completed, the application will return to “wave ready” status.
 - “Wave ready” means the review is completed and the funding decision will be issued in the next wave of commitments.

Organize Documentation

- Save and organize copies of all your documentation such as:
 - Competitive bidding documentation
 - Contracts
 - Network diagrams
 - National School Lunch Program (NSLP) documentation
- Use the [E-Rate Program Applicant Document Retention List](#) as a guide.

Available for Public Use



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[Schools and Libraries \(E-rate\) Program Applicant Document Retention List](#)

This list provides guidance regarding what E-rate Program related documents should be retained by applicants to comply with FCC [document retention](#) requirements. This guide provides document retention guidance to E-rate Program applicants. It includes items that do not apply to every applicant and is not an exhaustive list.

For forms filed in the [E-rate Productivity Center \(EPC\)](#), you can print a PDF copy of forms, letters and correspondence for your records.

1. FCC FORMS & CERTIFICATIONS

1.1. FCC Form 470
 1.2. FCC Form 471
 1.3. FCC Form 498 - applicants filing FCC Form 472 (BEAR)
 1.4. FCC Form 472 - Billed Entity Applicant Reimbursement (BEAR)
 1.5. FCC Form 479 - consortium members & consortium leaders only
 1.6. FCC Form 486
 1.7. FCC Form 500
 1.8. Delivery confirmations for forms filed outside of EPC

2. USAC LETTERS

2.1. FCC Form 470 Receipt Notification Letter (RNL)
 2.2. FCC Form 471 Receipt Acknowledgment Letter (RAL)
 2.3. FCC Form 471 Out Of Window Letter (OOW)
 2.4. Funding Commitment Decision Letter (FCDL)
 2.5. Revised Funding Commitment Decision letter (RFCDLs)
 2.6. FCC Form 486 Notification Letter
 2.7. FCC Form 486 Urgent Reminder Letter
 2.8. FCC Form 500 Notification Letter
 2.9. FCC Form 472 (BEAR) Notification Letter
 2.10. Quarterly Disbursement Reports (QDR)
 2.11. Other USAC letters

usac.org/e-rate

Updated April 2021

Correcting a Mistake on FCC Form 471

- **Reminder:** If you notice mistakes on your form, you may be able to submit a request for a correction. See [Ministerial and Clerical Error Corrections](#) for a list of allowable corrections.
 - To submit an allowable corrections request, see the [RAL Modification Guide](#) (PDF) for step-by-step walkthrough of the EPC system.
- RAL Requests can only be filed during the PIA review stage.

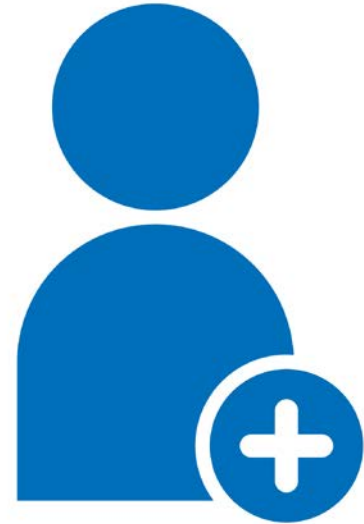
TIP: Remember to upload documentation to support your request when applicable.

Changing Service Types After Submitting FCC Form 471

- All services must be properly bid during the FCC Form 470 process.
- Ensure your FCC Form 470 clearly explains what licenses and other equipment you are seeking bids for.
- FCC Forms 470 must be correctly filed in order for corrections to be made on the FCC Form 471.
- For changes identified **after the FCC Form 471 is certified and before the FCDL** is issued:
 - Submit a Receipt Acknowledgement Letter (RAL) to make the correction.
- Changes identified **after the FCDL is issued**:
 - Submit a Service Substitution request with a detailed narrative:
 - Background information
 - Calculation for changes (single vs. multi-year)
 - Reason for the correction

Update Your Contact Information

You can file a RAL modification to update your holiday or vacation contact information if we should use a different email address or telephone number to contact you, or if you have authorized someone else to answer questions on your behalf.



- Open your certified application within EPC and navigate to Related Actions, then Submit Modification Request (RAL) and complete the form.

FCC Form 471 Modifications

- As part of the review process, the PIA reviewer may be required to modify information on your funding request.
 - For example: PIA reviewer may change student count, service type or remove ineligible services based on the information available.
- If a PIA reviewer discovers ineligible services in a funding request, applicants can ask to have them moved to a separate funding request or removed altogether.
 - The 30% Rule



FCDL: Review USAC's Decision on Your Application

- What to review:
 - The decision that was made and what is listed on the issued FCDL.
 - PIA modifications to your FRN made due to program rules.
 - If you have questions, contact the Customer Service Center (CSC).
- Notifications via EPC: Generally most FY 2022 applications will receive an FCDL containing the decision between May and September 2022.
 - EPC News Feed: Click “News” at the top of EPC **or**
 - Records/FCC Forms 471, Select your Application Number, Scroll to the bottom of the Summary Tab to find the pdf of your FCC Form 471 under “FCC Form 471 Generated Documents.”

Document Retention Requirement

Applicants and service providers are required to keep records relating to the application process for at least **ten years** after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.

TIP: In your personal record keeping, use filenames and folder names that are specific and descriptive to locate them more easily.

Learn more on the [Document Retention](#) page.



Step 5: Starting Services

Service Start Dates

FCC Form 486: Receipt of Service Confirmation and Children's Internet Protection Act Certification Form

- **Step 5:** Submit FCC Form 486 to tell USAC when your services have started.
- Services should start before the deadline noted in your Funding Commitment Decision Letter (FCDL).
- The FCC Form 486 **MUST be certified** no later than (whichever is later):
 - 120 days after the Service Start Date (SSD) reported on the FCC Form 486, or
 - 120 days after the date of the Funding Commitment Decision Letter (FCDL).
- Late submission of the FCC Form 486 can impact your commitment.
- Verify **your Children's Internet Protection Act (CIPA) compliance**.
- Answer USAC review questions.

Start Services

486

FY2022 Dates

July 1, 2022
to
June 30, 2023

Review: Children's Internet Protection Act (CIPA)

- Applicants must certify compliance with the Children's Internet Protection Act (CIPA) to be eligible for E-Rate program discounts on Category One internet access and all Category Two services – internal connections, managed internal broadband services, and basic maintenance of internal connections.
- **CIPA requirements** include the following three items:
 1. Internet Safety Policy;
 2. Technology Protection Measure; and
 3. Public Notice and Hearing or Meeting.
- In general, **school and library authorities must certify that:**
 1. They have complied with the requirements of CIPA;
 2. They are undertaking actions, including any necessary procurement procedures, to comply with the requirements of CIPA; or
 3. CIPA does not apply because they are receiving discounts for telecommunications services only.
- Learn more on the [CIPA](#) page

Reminder: Service Start Date

- **Review: What is my Service Start Date (SSD)?**
 - The first day of the funding year, when services start on or before July 1.
 - e.g., Equipment installations that started on May 25 before the funding year, the SSD is July 1 of the funding year.
 - Any day after July 1, but before June 30 of the funding year, on which services were actually started.
 - e.g., For services starting on August 7 of the funding year, the SSD is August 7 of the funding year.

When Do I File the FCC Form 486?

- The FCC Form 486 **MUST** be certified no later than:
 - 120 days after the Service Start Date (SSD) reported on the FCC Form 486, or
 - 120 days after the date of the Funding Commitment Decision Letter (FCDL), whichever is later.

Step 6: Invoicing

Invoice Delivery Deadlines

Invoicing Methods

- The invoicing method is chosen by the applicant.
 - Must be decided before certification of FCC Form 471 (Description of Services Ordered and Certification Form)
 - Method is Funding Request Number (FRN) specific
 - Non-reversible once the method is chosen
- Two Options (more info on next slides):
 - FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form)
 - FCC Form 474 (Service Provider Invoice(SPI) Form)
- NOTE: Once USAC processes an invoice for a Funding Request Number (FRN), the method of invoicing is set for that FRN and cannot be changed.

BEAR Form

472

SPI Form

474

FCC Form 472: Invoice USAC (BEAR Form)

- Billed Entity Applicant Reimbursement (BEAR) Form
 - Submit and certify an FCC Form 498 to provide your banking information and backup documents to USAC for review.
 - Pay your customer bill (issued by your service provider) in full and maintain documentation associated with your FCC Form 472 (BEAR Form).
 - Bill for approved services delivered to the approved Recipient(s) of Service (ROS) at quantities and rates not to exceed what was listed on the FCC Form 471.
 - The E-Rate program record retention period is at least 10 years.
 - Answer any USAC review questions.

* Date ranges reflect a typical timeline, but are subject to change.

Invoice USAC 472

FY2022 Dates

Recurring Services Invoicing Dates

July 2022 – October 2023*

Non-recurring Services Invoicing Dates

July 2022 – January 2024*

FCC Form 474: Service Provider Invoice USAC (SPI Form)

- Service Provider Invoice (SPI) Form
- Your service provider will invoice USAC for the discount amount using the FCC Form 474 (SPI Form).
 - You must pay the non-discounted customer share of costs on the customer bill (issued by your service provider) to your service provider.
- Your service provider will only bill for approved services delivered to the approved Recipient(s) of Service (ROS) at quantities and rates not to exceed what was listed on the FCC Form 471.
- Answer any USAC review questions.

Invoice USAC
474

FY2022 Dates

**Recurring Services
Invoicing Dates**

July 2022 – October 2023*

**Non-recurring Services
Invoicing Dates**

July 2022 – January 2024*

* Date ranges reflect a typical timeline, but are subject to change.

When to File an Invoice

- File after equipment and/or services are delivered and paid.
- Reminder, indicated your method on FCC Form 471:
 - For the BEAR Method, applicants pay service provider in full.
 - For the SPI Method, service providers bill applicant for their non-discount share first.
- You can choose the frequency.
- **Important! File invoices on or before the invoice filing deadline:**
 - Generally, October 28 for recurring services.
 - Generally, January 28 for non-recurring services.
 - If the deadline falls on a weekend or federal holiday, the deadline is extended to 11:59 p.m. ET on the following business day.

BEAR Form

472

SPI Form

474

Service Delivery Deadline (SDD)

- **Non-recurring services** must be **delivered and installed** within 15 months after the beginning of the funding year.
 - FY2022: Between July 1, 2022 and September 30, 2023*
NOTE: This timeframe does not represent the invoice deadline.
 - Certain recipients may receive extensions of the deadline for delivery and installation of these non-recurring services, which can occur for various reasons, including but not limited to:
 - A Funding Commitment Decision Letter (FCDL) is issued by USAC on or after March 1 of the funding year.
 - The applicant requested an extension because the service provider was unable to complete delivery and installation for reasons beyond the service provider's control.

BEAR Form

472

SPI Form

474

* Date ranges reflect a typical timeline, but are subject to change on FCDL/RFCDL Dates.

Invoice Deadline Date (IDD)

- The invoice filing deadline is:
 - 120 days after the last date to receive service;
 - 120 days after the date of the FCC Form 486 Notification Letter; or
 - 120 days after a Revised Funding Commitment Decision Letter (RFCDL) approving a post-commitment change or a successful appeal of a previously denied or reduced funding request, whichever is later.
 - i.e., the invoice deadline for FY 2022 recurring services will occur in October 2023.*
 - If the deadline falls on a weekend or federal holiday, the deadline is extended to 11:59 p.m. ET on the following **business day**.

BEAR Form

472

SPI Form

474

* Date ranges reflect a typical timeline, but are subject to change on FCDL/RFCDL Dates.

Invoice Deadline Extension

- Filers are entitled to request one 120-day Invoicing Extension per FRN.
- You can file an invoice deadline extension request even if you do not use or need it.
- [Extensions are filed by the applicant and service providers throughout EPC.](#)
- If the deadline to file an invoice or to request an invoice deadline extension is missed, a request for waiver of the invoice deadline must be filed with the FCC and approved before any additional payments can be made.

Pro-Tip: Review Resources for Invoicing

- Review Previous Training: E-Rate Invoicing Process (December 16, 2020)
 - [Webinar slides](#)
 - [Key Takeaways](#)
- Upcoming Training:
 - **Invoice Training - [Register](#)**
February 10 at 2 p.m. ET
- Instructional Videos
 - [FCC Form 472 \(BEAR Form\)](#) (5:20 mins)
 - [FCC Form 474 \(SPI Form\)](#) (10:36 mins)
 - [E-Rate Invoicing Open Data Set and Tool Demo](#) (25:46 mins)

Pro-Tip: Review Resources for Invoicing

- Invoicing Deadlines are subject to change based on FCDL/RFCDL
 - Use [Open Data](#) to confirm your Invoicing Deadlines
 - This data can be located in the [FRN Status dataset](#)
 - Step-by-step instructions can be found in the E-Rate News Brief: [October 22, 2021](#)
- Disbursement Data: [E-Rate Invoice Disbursements Data Lookup Tool](#)