## 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
3. COMPETITIVE BIDDING, VENDOR EVALUATION & CONTRACTS

3.1. State and local procurement regulations (printout or website reference)
3.2. Request for proposals (RFP), public notice, advertisement
3.3. All vendor responses & bids received (winning and losing)
3.4. Bid evaluation criteria, bid evaluation matrix & bid ratings (sample available)
3.5. Notice of award letters
3.6. Miscellaneous documents (memorandums, board minutes, notes to file)
3.7. Signed and dated contracts/service agreements/notice of award letters
3.8. Contract amendments/addendums/extensions
3.9. State master contracts (printout or website reference)
3.10. Vendor correspondence

4. PROGRAM INTEGRITY ASSURANCE (PIA) REVIEW

4.1. Letter of Agency (LOA) consortium (sample available)
4.2. Consultant agreement or LOA
4.3. Responses to PIA inquiries (email, faxes, customer service case numbers)
4.4. Entity eligibility documentation (state website printout, matching records, etc.)
4.5. Discount eligibility calculation documentation
4.6. Product service eligibility (warranties, product descriptions, network diagrams, etc.)
4.7. Request to cancel services
4.8. Any worksheets or other records relied upon to fill out an application.
4.9. Any documents that demonstrate compliance with statutory or regulatory requirements

5. CHILDREN’S INTERNET PROTECTION ACT (CIPA)

5.1. Proof of undertaking actions to comply with CIPA (e.g., public notice, public meeting or hearing minutes)
5.2. Filtering documentation (purchase, installation, use)
5.3. Internet safety policy

6. SERVICE DELIVERY & INVENTORY MANAGEMENT

6.1. Asset register/inventory list including location and dispositions (replacements, transfers, disposals) (sample available)
6.2. Schematic of equipment
6.3. Receipt of service/product and installation log (work orders)
6.4. Replacement log (replacement or upgrades)
6.5. Maintenance log
6.6. Equipment transfer log
7. INVOICING & PAYMENTS

7.1. Customer bills
7.2. Reconciliation worksheet
7.3. Service certifications
7.4. Proof of payment of discount and non-discount amounts (cancelled checks, bank statements)
7.5. Reimbursement from vendor verification (For FCC Form 472 (BEAR) forms filed before July 2016)
7.6. Miscellaneous (memos to vendors, notes to file, emails)

8. CHANGE REQUESTS & APPEALS

8.1. Appeal request (Checklist available)
8.2. Appeals delivery receipt (proof of postmark, fax confirmation)
8.3. Service substitution request
8.4. Service Provider Identification number (SPIN) change request
8.5. Documentation of funds returned to USAC
8.6. Invoice deadline extension request
8.7. Service deadline delivery request (if filed outside of EPC)
8.8. Transfer of equipment notification (if filed outside of EPC)

9. MISCELLANEOUS

9.1 Personal identification Number (PIN) mailer or email notification (for the authorized user)
9.2 Audit documentation
9.3 FCC correspondence

10. LEGACY DOCUMENTATION (FOR FUNDING YEAR 2014 AND PREVIOUS YEARS)

10.1 PIA REVIEW
10.1.1 Item 21 Attachment (online or paper)

10.2 TECHNOLOGY PLAN & APPROVAL LETTER
10.2.1. Written technology plan with creation date
10.2.2 Approved technology plan
10.2.3 Approved technology plan updates
10.2.4 Certified Technology Plan Approver letter (or screen print if approval is maintained online)
10.2.5 Professional development training log
10.2.6 Technology plan training sign-in sheet