AGENDA

• Application Review and funding commitments
• Start Services
  – FCC Form 486
• Invoicing
  – FCC Forms 472 and 474
• Adjust Funding
  – FCC Form 500
• Document Retention
WELCOME

COMPETITIVE BIDDING | APPLYING FOR DISCOUNTS | SERVICES START | INVOICING
Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486. Submit FCC Form 472 (BEAR).
APPLICATION REVIEW AND FUNDING COMMITMENTS

E-RATE PROGRAM APPLICATION PROCESS, PART 2
COMPETITIVE BIDDING

AFTER YOU SUBMIT FCC FORM 471

**APPLYING FOR DISCOUNTS**

- **RECEIVE FUNDING COMMITMENT**
  - Receive Funding Commitment Decision Letter (PCL) from USAC

- **Confirm to USAC**
  - That services have started and report CIPA status by submitting FCC Form 486

**SERVICES START**

- **Submit FCC Form 498**
  - To receive an applicant 498 ID for direct BEAR payments

**INVOICING**

**METHOD #1:**
- If requesting reimbursement from USAC for services paid in full, submit FCC Form 472 (BEAR)

**METHOD #2:**
- If requesting reimbursement from USAC for approved discounts provided on services, submit FCC Form 474 (SPI)

**YOU ARE HERE**

**COMPLETE INVOICE REVIEW**
- Correct errors and resubmit forms if necessary

USAC — Private & Confidential
APPLICATION REVIEW

PROGRAM INTEGRITY ASSURANCE (PIA)

• After filing FCC Form 471, an application reviewer may contact you with questions about your form

• Program Integrity Assurance (PIA) is the group at USAC that:
  – Reviews your application
  – Checks your form for completeness and accuracy
  – Verifies eligibility of the schools and libraries you listed, their discount levels, and the services requested
  – Makes funding decisions
  – Helps you make allowable corrections to your form
APPLICATION REVIEW

QUESTIONS FROM YOUR PIA REVIEWER

• PIA reviewers may contact you for:
  – Questions about your application
  – Proof that you are following program rules

• You have 15 days to respond to PIA questions
  – You can ask for more time if you need it
  – Your PIA reviewer can help you respond to their question

• Some applications undergo additional review
  – In “selective review,” the PIA reviewer may request more detailed responses
DECISION LETTER

• You’ll receive a letter with a decision about your funding
  – FCDL = Funding Commitment Decision Letter
  – Delivered via the E-rate Productivity Center (EPC)
  – Your service provider receives a copy too

• The letter will show:
  – Approved funding amount
  – Denied funding amount
  – Next steps
QUICK QUIZ!
APPLICATION REVIEW
QUESTIONS?
APPLICATION
START SERVICES (FCC FORM 486)
E-RATE PROGRAM APPLICATION PROCESS, PART 2
START SERVICES

AFTER RECEIVING YOUR FUNDING COMMITMENT

RECEIVE FUNDING COMMITMENT
- Receive Funding Commitment Decision Letter (FCDL) from USAC

APPLYING FOR DISCOUNTS
- Program Integrity Assurance (PIA) review
- Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486*

SERVICES YOU WANT

INVOICING
- If requesting reimbursement from USAC for services paid in full, submit FCC Form 472 (BEAR)
- Submit FCC Form 498 to receive an applicant 498 ID for direct BEAR payments
- Reimbursement from USAC

METHOD #1:
- COMPLETE INVOICE REVIEW
- Correct errors and resubmit forms if necessary

METHOD #2:
- If requesting reimbursement from USAC for approved discounts provided on services, submit FCC Form 474 (SPI)
START SERVICES

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

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

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

• Pick your invoicing method first
• After submitting FCC Form 486, you'll receive two confirmations
  – Your service provider gets a copy too
• Can submit FCC Form 486 early if your services start in July
QUICK QUIZ!
START SERVICES
QUESTIONS?
START SERVICES
INVOICING (FCC FORMS 472 AND 474)
E-RATE PROGRAM APPLICATION PROCESS, PART 2
ABOUT INVOICING

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

INVOICING REQUIREMENTS

• Before invoicing USAC for your funding, you must have:
  – A funding commitment decision letter (FCDL) for the services being invoiced
  – Filed an FCC Form 486 and received a confirmation letter

• Your service provider must have:
  – Completed FCC Form 473, the service provider annual certification, which is due each funding year

• The services must have been delivered and paid for
  – Exception for progress payments specified in a contract
INVOICING

TWO OPTIONS FOR INVOICING

**BEAR**

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

**SPI**

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

Applicants can choose their method of invoicing.
INVOICING

DIRECT PAYMENT TO YOUR BANK

• If you choose BEAR invoicing, USAC will send the funding via electronic transfer
  – Direct to your organization’s bank account

• Share your banking information on FCC Form 498
  – Your “Form 498 ID” allows USAC to send money to you
  – Available in the E-rate Productivity Center (EPC)
  – Takes USAC ~1 week to process the form and verify your banking information
  – Federal Communications Commission registration number (FCCRN) required to do business with the FCC
QUICK QUIZ!

INVOICING
QUESTIONS?

INVOICING
FUNDING ADJUSTMENTS (FCC FORM 500)
E-RATE PROGRAM APPLICATION PROCESS, PART 2
ABOUT FCC FORM 500

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

• File FCC Form 500 only after receiving a Funding Commitment Decision Letter (FCDL)

• Changes that result from filing an FCC Form 500 will affect other parts of the application process
  – FCC Form 500 must be filed before those changes can occur
  – **Example:** You want to extend a contract. In order to do that, the contract expiration date must be changed in USAC’s records. Otherwise, it cannot pay invoices for services delivered and installed after the original contract expiration date.
FUNDING ADJUSTMENTS

FCC FORM 500 AND CATEGORY TWO BUDGETS

- **Refresher:** Category Two budgets
  - Internal connections, internal broadband service, basic maintenance of internal connections
  - Funding limit for a five-year period
- Once you receive a funding commitment, USAC assumes you will invoice for the full amount
- If you change your mind (and want to spend the money during a different year instead), submit FCC Form 500
QUICK QUIZ!
FUNDING ADJUSTMENTS
QUESTIONS?
FUNDING ADJUSTMENTS
DOCUMENT RETENTION
E-RATE PROGRAM APPLICATION PROCESS, PART 2
DOCUMENT RETENTION

• Keep all documentation for **10 years** from the last date of service
  – **If multi-year:** 10 years after contract expires

• Keep all receipt and delivery records for:
  – Pre-bidding
  – Competitive bidding
  – Contracts
  – The numbers cited on your application
  – Invoices
  – All other program matters
RESOURCES & HELP
E-RATE PROGRAM APPLICATION PROCESS, PART 2
TRIBAL TRAINING

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

VIDEO TUTORIALS

• FCC Form 470 video series
• FCC Form 471 video series
• Navigating EPC
• Visit usac.org/sl, select “Trainings and Outreach,” then “Online Learning Library”
“File Along with Me” is a blog that covers the E-rate Program application process step-by-step.

- Follow along and complete the step in each post
- Sign up for alerts of new posts
- filealongwitherate.org
THANK YOU!

NEXT PRESENTATION: EPC FUNDAMENTALS