



BEGINNERS: TOOLBOX DEMONSTRATION

2018 APPLICANT TRAINING



Universal Service
Administrative Co.

DAY ONE - BEGINNERS

TOOLBOX – Schools and Libraries Website

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

Website – www.usac.org/sl

USAC En Español Subscribe Contact USAC

Universal Service Administrative Co.

Tools Forms Payments **EPC**

About USAC **Schools and Libraries** Rural Health Care Lifeline High Cost Contributors Service Providers

USAC Home | Schools and Libraries Program

ABOUT THE PROGRAM

- Getting Started
- Eligible Services List
- Document Retention
- Appeals & Audits
- Glossary of Terms (PDF)
- FAQs

RESOURCES & TOOLS

- E-rate Productivity Center
- Forms
- Reference Area
- Tools
- Latest News
- Trainings & Outreach
- Submit a Question

FCC Form 470 Video Series

Learn how to navigate the process

WATCH NOW

APPLICANT PROCESS ▾ **SERVICE PROVIDER PROCESS** ▾

LATEST NEWS **QUICK LINKS**

Website

The screenshot displays the website's header with the USAC logo, navigation links for 'USAC En Español', 'Subscribe', and 'Contact USAC', and a search bar. A secondary navigation bar includes 'Tools', 'Forms', 'Payments', and 'EPC'. A main navigation bar lists 'About USAC', 'Schools and Libraries', 'Rural Health Care', 'Lifeline', 'High Cost', 'Contributors', and 'Service Providers'. The breadcrumb trail shows 'USAC Home | Schools and Libraries Program'. The left sidebar features two highlighted sections: 'ABOUT THE PROGRAM' with links to 'Getting Started', 'Eligible Services List', 'Document Retention', 'Appeals & Audits', 'Glossary of Terms (PDF)', and 'FAQs'; and 'RESOURCES & TOOLS' with links to 'E-rate Productivity Center', 'Forms', 'Reference Area', 'Tools', 'Latest News', 'Trainings & Outreach', and 'Submit a Question'. The main content area features a blue banner for the 'FCC Form 470 Video Series' with a 'WATCH NOW' button. Below the banner are two highlighted dropdown menus for 'APPLICANT PROCESS' and 'SERVICE PROVIDER PROCESS'. The footer contains 'LATEST NEWS' and 'QUICK LINKS' sections.

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LATEST NEWS QUICK LINKS

Search

USAC En Español [Subscribe](#) [Contact USAC](#)

 **Universal Service
Administrative Co.**

[Tools](#) [Forms](#) [Payments](#) [EPC](#)

[About USAC](#) [Schools and Libraries](#) [Rural Health Care](#) [Lifeline](#) [High Cost](#) [Contributors](#) [Service Providers](#)

[USAC Home](#) | [Schools and Libraries Program](#)

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RESOURCES & TOOLS

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[APPLICANT PROCESS](#) ▾ [SERVICE PROVIDER PROCESS](#) ▾

[LATEST NEWS](#) [QUICK LINKS](#)

Search

USAC En Español [Subscribe](#) [Contact USAC](#)

[Tools](#) [Forms](#) [Payments](#) [E-File](#)

[Libraries](#) [Rural Health Care](#) [Lifeline](#) [High Cost](#) [Contributors](#) [Service Providers](#)

SEARCH RESULTS FOR "CIPA"

Sort By [1](#) [2](#) [3](#) [4](#) [5](#) ▶ Page 1 of 7

[CIPA - Schools and Libraries Program](#) May 01, 2018
... 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. Requirements **CIPA** requirements include the following three items ...
<https://www.usac.org/sl/applicants/step05/cipa.aspx>

[5/11/2018 News Brief - Schools & Libraries](#) May 11, 2018
... requirements of **CIPA**. To complete the form correctly, come into compliance with the requirements of **CIPA** and then report your service start date as the first date you were in compliance with **CIPA**. For a detailed description of the requirements of **CIPA**, refer to the **CIPA** guidance page on the USAC website. 2. Choose ...
<https://www.usac.org/sl/tools/news-briefs/preview.aspx?id=831>

ABOUT THE PROGRAM

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USAC En Español Subscribe Contact USAC Search

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Eligible Services List and Glossary

ABOUT THE PROGRAM

Getting Started

[Eligible Services List](#)

Document Retention

Appeals & Audits

[Glossary of Terms \(PDF\)](#)


FAQs

Eligible Services List (ESL)

Eligible Services List

Updated December 2017

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

[ESL Glossary](#) 

[Frequently Asked Questions](#)

[2018 Eligible Services List](#) 

[2017 Eligible Services List](#) 

[2016 Eligible Services List](#) 

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

- Category One
 - Data Transmission Services and Internet Access, and Voice Services
- Category Two
 - Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections
- Miscellaneous

Glossary of Terms

Schools and Libraries (E-Rate) Program

Frequently Used Terms



Universal Service
Administrative Co.

E-RATE PROGRAM

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

FUNDING YEAR (FY)

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

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

TOOLS AND SYSTEMS

DATA RETRIEVAL TOOL (DRT)

A web-based USAC tool used to access

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

LOWEST CORRESPONDING PRICE (LCP)

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

Process Steps

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Applicant Process Steps

APPLICANT PROCESS

Before You Begin

STEP 1 Competitive Bidding

STEP 2 Selecting Service Providers

STEP 3 Applying for Discounts

STEP 4 Application Review

STEP 5 Starting Services

STEP 6 Invoicing

Before You're Done

SERVICE PROVIDER PROCESS

QUICK LINKS

[Webinar Recording: Understanding Competitive Bidding – Watch Now](#)

[Website Resources & Tools Video – Watch Now](#)

[Disbursements – View Payment Schedi](#)

Service Provider Process Steps

APPLICANT PROCESS

LATEST NEWS

News Brief Issued (8/31/2018)

News Brief Issued (8/24/2018)

September Webinar - Registration is Now Open
(8/22/2018)

SERVICE PROVIDER PROCESS

Before You Begin

STEP 1 Obtain a SPIN

STEP 2 Responding to Bids

STEP 3 Winning the Bid

STEP 4 Starting Services

STEP 5 Invoicing

Before You're Done

Disbursements – View Payment Schedule

RESOURCES & TOOLS

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Forms, Reference, Tools, Training

RESOURCES & TOOLS

E-rate Productivity Center

[Forms](#)

[Reference Area](#)

[Tools](#)

[Latest News](#)

[Trainings & Outreach](#)

[Submit a Question](#)

Forms

FORMS


Personal Identification Number (PIN)

Updated June 2018


FCC Form 470

[File Online in EPC](#)

APPLICANT: Description of Services Requested and Certification Form

[FCC Form 470 User Guide](#) 

[FCC Form 470 C1 Services Drop-Down Menu Reference Table](#) 

[FCC Form 470 Search User Guide](#) 

FCC Form 471

[File Online in EPC](#)

APPLICANT: Description of Services Ordered and Certification Form

[FCC Form 471 User Guides](#)

[FCC Form 471 Bulk Upload Templates](#)

FCC Form 472

[File Online](#)

APPLICANT: Billed Entity Applicant Reimbursement (BEAR) Form

[FCC Form 472 User Guide](#) 




Reference Area

REFERENCE AREA

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

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

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

[Back to top](#)

B

- [BEAR Form Filing](#)
- [Bid Evaluations](#)
- [Bid Evaluation Matrix](#) 

Tools

TOOLS

Open Data

Open Data

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

Funding Tools

Search Commitments

This tool allows searches for commitment data by funding year and applicant name, city, state, zip and/or wave number.

[Search Commitments Instructions](#) 

Data Retrieval Tool (DRT)

This tool allows searches for various information related to applications, funding commitments, and disbursements.

[Data Retrieval Tool Instructions](#) 

FRN Status Tool (FY2016 and forward)

This tool allows searches for various information related to FCC Form 471, FRNs (Funding Request Numbers), Commitments, and disbursements similar to DRT.

[FRN Status Tool Instructions](#) 

Deadlines

This tool was designed to explain and help you calculate deadlines for universal service forms and actions.

Training & Outreach

TRAININGS & OUTREACH

All Training Events

Weekly News Brief

Tribal Training

Online Learning Library

EPC Training Site

BEAR Training Site

Webinars

Handouts & Reference

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

Upcoming Events

Webinars:

- Navigating the E-rate Invoicing Process - September 19, 2018 at 3:00 p.m. EDT – [Register/Join](#)
- [On-Demand Training \(Webinar Recordings\)](#)

Looking for a past event?

[View webinar recordings](#)
[View full event archive](#)

Newsletters



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

[View News Brief, Subscribe Now](#)

CLIENT SERVICE BUREAU (CSB)

To call: 888-203-8100

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

To open a customer service case in EPC:

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