The E-rate Program Overview for Tribal Schools and Tribal Libraries

November 9, 2021
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Please indicate if you are a Tribal leader as we will answer Tribal leader questions first.
Meet Our Team

Erin Hargis
Program Analyst | E-rate program
Presenter

Kraynal Alfred
Tribal Liaison | Shared Services

Kraynal coordinates Tribal outreach across USAC.

Moderator
TribalLiaison@usac.org
Agenda

- Universal Service Administrative Company Overview
- Program Overview
  - Q&A
- Application Process - Competitive Bidding
  - Q&A
- Get Started: Requesting an entity profile for new E-rate applicants
- Service Start Date
- Service Delivery Date
- Invoice Delivery Deadline
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.
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.

- COVID-19 Broadband Programs

- Emergency Broadband Benefit 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 other 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.
Application Process

E-rate Program
What is the Applicant Process?

**Competitive Bidding**
July 2021 to Feb. 2022
Starts at least 28 days prior to selecting a vendor and filing an FCC Form 471

**Apply for Discounts**
Mid-Jan. 2022 to Mid-Mar. 2022

**Start Services**
July 1, 2022 to June 30, 2023

**Invoice USAC**
Recurring Services: July 2022 – Oct. 2023
Non-recurring Services: July 2022 – Jan. 2024

470

471

486

472 (BEAR)

OR

474 (SPI)

* Date ranges reflect a typical timeline, but are subject to change.*
FCC Form 470: Description of Services Requested and Certification Form

• Run an open and fair competitive bidding process.
• Wait 28 days before choosing a service provider. Evaluate bids using the price of the eligible services as the primary factor.
FCC Form 471: Description of Services Ordered and Certification Form

• Provide information about your requests (discount level, costs of services, service providers).
• Answer USAC review questions.
• Receive your Funding Commitment Decision Letter (FCDL).
FCC Form 486: Receipt of Service Confirmation and Children’s Internet Protection Act Certification Form

• Tell USAC when your services have started. Services should start before the deadline noted in your 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.
FCC Form 472: Invoice USAC (BEAR Form)

- Certify FCC Form 498 to provide your banking information – and backup documents – to USAC for review.
- Pay your customer bill (the bill from your service provider) in full and maintain documentation associated with your FCC Form 472 (BEAR) Form.
- The Commission records-retention period is 10 years.
- 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.
FCC Form 474: Service Provider Invoice USAC (SPI Form)

• Pay your non-discounted customer share of costs on the customer bill (the bill from your service provider).
• Your service provider will invoice USAC for the discount amount using the FCC Form 474 (SPI Form).
• 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.
Key Program Dates
FCC Form 486: Service Start Date

• What is my Service Start Date (SSD)?
  • The first day of the funding year if services start on or before July 1.
  • Any day after July 1 but before June 30 of the funding year that services were actually started. For example:
    • For installations that started on May 25 before the funding year, the SSD is July 1 of the funding year.
    • For services starting August 7 of the funding year, the SSD is August 7 of the funding year.

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

• Non-recurring services must be delivered and installed between July 1 of the funding year and September 30 following the June 30 close of that funding year
  • i.e., 15 months after the beginning of the funding year.

• 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:
  • An 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.
Invoice Deadline Date (IDD)

• The invoice deadline is 120 days after the last date to receive service or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.
  • For example: The invoice deadline for Funding Year (FY) 2021 recurring services is October 28, 2022.

• 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.
  • Generally, October 28 for recurring services.
  • Generally, January 28 for non-recurring services.
Basic Concepts

- Eligibility – Entities, Services, Locations
- Funding Year
- Filing Window
- Identifying Numbers (BEN, SPIN, CRN)
- Discounts
- Funding Request Number (FRN)
Eligibility

Who is Eligible?
Eligibility

**Schools**
- Must provide elementary and/or secondary education, as determined under state law.
- Cannot have an endowment exceeding $50 million.
- Cannot operate as a for-profit business.

**Libraries**
- Must be eligible for assistance from their state library agency under Library Services Technology Act (LSTA).
  - Note: The FCC currently has a Notice of Proposed Rulemaking (FCC 21-107) to update the definition of library in the Commission’s rules to provide clarity regarding the eligibility of Tribal libraries and promote increased participation of underrepresented Tribal libraries in the E-rate program.
- Budget must be separate from any school budget.
- Cannot operate as a for-profit business.
Eligibility

• **Non-instructional facilities (NIFs)** are eligible for discounts on some services.
  - School buildings that don’t have classrooms.
  - Library buildings that don’t have public areas.

• **Consortia** are not themselves eligible for discounted services, but they can run competitive bidding processes and/or apply for discounted services on behalf of their members.
  - Schools and libraries can join together to form consortia.
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 allow the consortium leader to run the processes on their behalf.

- 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

- **Note:** 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.
Eligibility

What Services are Eligible?
ELIGIBILITY - Services

• Each year, the FCC issues a list of equipment and services that are eligible for the upcoming funding year.
  • Review the Funding Year 2022 Eligible Services List when it is released later this year.

• Category One includes services from the service provider to the schools and/or libraries (demarcation point).
  • Data Transmission and/or Internet Access
  • Examples of Category One (C1) services:
    • Leased lit or dark fiber
    • Wireless services (e.g. microwave)
    • Satellite service
    • T-1, T-3, etc.
    • DSL
Eligible Fiber Services: Special Construction

• Special construction charges are the upfront, non-recurring costs of deploying new or upgraded network facilities to eligible entities.

• Special construction charges eligible for Category One (C1) support consist of three components:
  • Construction of network facilities;
  • Design and engineering; and
  • Project management.

• Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioned networks.
Eligible Fiber Services: State 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.

• For Tribal schools and libraries, the E-rate program will also match special construction funding provided by states, Tribal governments, or other federal agencies.
Eligible Fiber Services: State Match Funding

- **State 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 match funds are available for special construction only—applicants should create separate funding requests on their FCC Forms 471 for special construction.
ELIGIBILITY - Services

- **Category Two (C2)** includes equipment and services needed for broadband connectivity within schools and libraries.
  - Three service types:
    - Internal Connections (IC)
    - Basic Maintenance of Internal Connections (BMIC)
    - Managed Internal Broadband Services (MIBS)
  - Examples of **Category Two** equipment and services:
    - Routers and switches
    - Cabling, wireless access points
    - Basic maintenance of eligible internal connections
    - Managed internal broadband services (managed Wi-Fi)
ELIGIBILITY - Services

- **Category One (C1)** services are not capped by a budget but must be cost-effective.

- **Category Two (C2)** services are limited by a pre-discount budget
  - Budget period is five years.
  - Budget is calculated based on number of students (schools) or square footage (libraries)
    - Beginning in FY2021, the budget is calculated at the school district or library system level, not at the individual site level.
    - Independent schools and libraries have their own independent budgets.
ELIGIBILITY – Calculating Budget for C2 Services

• Category Two (C2) multipliers and funding floor are set by the FCC
  • 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 the $25,000 funding floor when the C2 budget calculation for an entity results in a figure below the $25,000.
  • If the total student count or square footage changes during the five-year funding cycle, applicants may request a C2 budget recalculation, but they are not required to do so.
ELIGIBILITY – Educational Purposes

- Activities primarily for educational purposes that occur on school property
- Activities related to providing library services to individuals that occur on library property

* Activities that are off-campus or not on school or library property are generally not considered.
Funding Year
Funding Year

- A Funding Year (FY) starts on July 1 and ends the following June 30.
  - FY2021 starts on July 1, 2021, and ends on June 30, 2022.
  - FY2022 starts on July 1, 2022 and ends on June 30, 2023.

- **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).
Filing Window
Filing Window

• All 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.
• Applications (FCC Forms 471) filed outside of the filing window are not considered for funding.
Identifying Numbers
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: independent schools, school districts, independent libraries, library systems, consortia, educational service agencies.
  - Schools in a school district, libraries in a library systems 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.
Tribal Entity Check Box
Check The Tribal Box

• Check the “Tribal” box located in the entity profile of the E-rate Productivity Center (EPC).
  • You should check the “Tribal” box if the majority of students or library patrons served are Tribal members; you are located partially or entirely on Tribal land; you are a school operated by or receiving funding from the Bureau of Indian Education (BIE); or you are 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.
Finding the Tribal Entity Check Box in EPC

- Go to your landing page in the E-rate Productivity Center (EPC).
- Find the **My Entities** section of your landing page.
- Choose an entity (school or library) to update.
- From the entity profile page, click the **Manage Organization** button in the upper right-hand corner.
  - Libraries can find the Tribal Library check box under the **Applicant Attributes** section.
  - Schools can find the Tribal School check box under the **School Information** section.
- **Instructional Video**
Step One

- Choose the entity (school or library) you want to update.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Entity Number</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library System 13001</td>
<td>8810</td>
<td>Washington</td>
<td>DC</td>
<td>20036</td>
</tr>
<tr>
<td>Library 1 In System 13001</td>
<td>9077</td>
<td>Alexandria</td>
<td>VA</td>
<td>23257</td>
</tr>
<tr>
<td>Library 2 In System 13001</td>
<td>9079</td>
<td>Alexandria</td>
<td>VA</td>
<td>23687</td>
</tr>
<tr>
<td>Library 3 In System 13001</td>
<td>9081</td>
<td>Alexandria</td>
<td>VA</td>
<td>23171</td>
</tr>
<tr>
<td>Library 4 In System 13001</td>
<td>9083</td>
<td>Alexandria</td>
<td>VA</td>
<td>23159</td>
</tr>
</tbody>
</table>
Step Two

• Click the Manage Organization button.
Step Three

• For Tribal libraries, check the “Tribal Library” box in Applicant Attributes.
## Step Four

- For Tribal schools, check the “Tribal School” box in **Applicant Information**.
Discounts
Discounts – Overview

• Discounts depend on two factors:
  • The level of poverty – the percentage of National School Lunch Program (NSLP) eligibility – in the school district.
  • The urban or rural status of the school district or library system.
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 – Consortia

• 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.
## Discount Matrix

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

- National School Lunch Program (NSLP)
- Category One (C1) Services
- Category Two (C2) Services
Funding Request Number (FRN)
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 – an 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.
Questions?
Application Process - Competitive Bidding

- Application Process
- Competitive Bidding (FCC Form 470)
- Evaluating Bids
- Document Retention
Application Process
What is the Applicant Process?

**Competitive Bidding**
July 2021 to Feb. 2022
Start at least 28 days prior to selecting a vendor and filing an FCC Form 471

**Apply for Discounts**
Mid-Jan. 2022 to Mid-Mar. 2022

**Start Services**
July 1, 2022 to June 30, 2023

**Invoice USAC**
Recurring Services July 2022 – Oct. 2023
Non-recurring Services July 2022 – Jan. 2024

* Date ranges reflect a typical timeline and may vary.

**BEAR 472**
**OR**
**SPI 474**
Competitive Bidding
FCC Form 470
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

• The competitive bidding process must be open and fair.
  • **Open** = information shared with one bidder must be shared with all.
  • **Fair** = bidders must be evaluated fairly and equally.

• 28-Day Waiting Period
  • FCC Form 470 must be posted on the USAC website for a minimum of 28 days before you select a vendor and file an FCC Form 471.

• You must comply with all E-rate, state, Tribal, and/or local procurement requirements.
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.
Competitive Bidding Requirements: Imposing Restrictions

• You cannot list specific make and model of products or services sought without also allowing equivalent products and/or services to be bid.
  • “XYZ manufacturer's router model 345J or equivalent”

• EPC will automatically add the “or equivalent” language for you in the FCC Form 470, but remember to double check the language in your RFP, if you are issuing one, to include the words “or equivalent.”

• Bidder disqualification criteria must be spelled out in FCC Form 470 and/or RFP and be available to all potential bidders.
Competitive Bidding Requirements: Lowest Corresponding Price

• Service providers are required to offer applicants their services at the lowest corresponding prices charged to other similarly situated customers throughout their geographic service area.

• This rule ensures that you are not charged more than similarly situated non-residential customers for the same services because of E-rate program participation.

• Exceptions can be made if the provider can show that they face significantly higher costs to serve this customer due to volume, mileage from facility, and/or length of contract.

• Applies to all service providers and for all service arrangements (tariff, month-to-month and contracted services).
Requesting Services: FCC Form 470 Receipt Notification Letter

• After posting FCC Form 470, USAC issues a Receipt Notification Letter (RNL) in your EPC News feed.

• Review your submitted FCC Form 470 carefully. If you need to make corrections:
  • For non-substantive changes, locate the form in EPC and choose “Related Actions” to submit allowable corrections.
  • For a material change to your requests, you must file a new FCC Form 470.
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 cost of the eligible goods and services.
• The vendor with the most overall points is the winner.
Sample: Bid Evaluation Matrix

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

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points Available</th>
<th>Vendor 1</th>
<th>Vendor 2</th>
<th>Vendor 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price of eligible products and services</td>
<td>50</td>
<td>15</td>
<td>50</td>
<td>35</td>
</tr>
<tr>
<td>Prior experience w/ vendor</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Service provider bonded</td>
<td>20</td>
<td>7</td>
<td>13</td>
<td>20</td>
</tr>
<tr>
<td>Local or in-state vendor</td>
<td>10</td>
<td>10</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td><strong>100</strong></td>
<td><strong>52</strong></td>
<td><strong>71</strong></td>
<td><strong>82</strong></td>
</tr>
</tbody>
</table>

**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 (Unfunded)

• 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.

• USAC 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.
• 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 prior to submitting their FCC Forms 471 to USAC.
• Applicant must not sign a contract before the Allowable Contract Date (ACD).
• 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.
Document Retention
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.
- Retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to your applications.
- For example, for recurring internet access service for FY2022, both the applicant and the service provider must retain all records until at least June 30, 2033.
Get Started: User Profiles and Billed Entity Numbers
Creating a Billed Entity Number in EPC

- Entity numbers can be assigned by calling the Client Service Bureau (CSB) at (888) 203-8100.
- Please go to the Entity Numbers page on our site to see a list of all the required information you will need to create an entity.
- The account administrator for your organization can modify entity information in EPC. To close an entity, contact the CSB.
Creating a New User Profile

- The account administrator signs in to the portal.
- From the My Landing Page, choose “Manage Users” from the upper right-hand corner.
- Check the box to the left of the organization name and click “Create a New User.”
- Enter the new user’s information. Each required field is marked with a red asterisk (*).
- Select the appropriate permissions that the new user should have. The choices are:
  - Full rights (create, edit, and certify forms)
  - Partial rights (create and edit forms)
  - View only rights (view forms)
- Review the information you provided. Click “Previous” to make any necessary changes.
- When you are finished, click “Submit.”
- The new user will receive an email from USAC to log in for the first time.
Modifying a User Profile

• From the My Landing Page, choose “Manage Users” from the upper right-hand corner.

• Check the box to the left of the organization name and click “Manager User Permissions” to modify the user rights for a current user, or click “Add and Remove Existing Users” to add or remove a user from your organization.
  • From this screen you can add a user who already exists in EPC but is not currently associated with your Billed Entity.
Service Start Dates
**FCC Form 486**

When applicants start funded services, they must file the FCC Form 486. The FCC Form 486 is used to:

- Notify USAC that services have started for the Funding Request Numbers (FRNs) listed on their FCC Form 471.
- Report the status of compliance with the **Children’s Internet Protection Act (CIPA)** for the entities listed on the FRNs.
FCC Form 486: Service Start Date

what is my Service Start Date (SSD)?

• The first day of the funding year, when services start on or before **July 1**.

• Any day after July 1, but before June 30 of the funding year, on which services were actually started.

For example:

• Equipment installations that started on May 25 before the funding year, the SSD is July 1 of the funding year.

• 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.
Service Delivery Date
Equipment Service Delivery Date (SDD)

- To be eligible for program support, eligible services must be received during a specific period of time related to the particular funding year for which discounts are requested.
- In general, non-recurring services must be delivered and installed between July 1 of the relevant funding year and September 30 following the June 30 close of that funding year.
- For example, for Funding Year 2020, the program year began on July 1, 2020, ended on June 30, 2021, and all equipment was required to be installed by September 30, 2021, unless an extension was granted.
Service Delivery Deadlines

- The Service Delivery Date (SDD) for each Funding Request Number (FRN) is provided in a table.
- The table is located on the Funding Commitment Decision Letter (FCDL) and/or the Revised Funding Commitment Decision Letter (RFCDL) on the last page under “Dates.”
**Location of Service Delivery Deadline on FCDL/RFCDL**

![Diagram showing the location of Service Delivery Deadline on FCDL/RFCDL](image-url)

### Table: Service Commitment and Service Information

<table>
<thead>
<tr>
<th>FRN</th>
<th>Service Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data Transmission and/or Internet Access</td>
<td>Funded</td>
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</tbody>
</table>

#### Dollars Committed

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th>One-time Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Eligible Recurring Charges</td>
<td>Total Eligible One Time Charges</td>
</tr>
<tr>
<td>Total Pre-discount Charges</td>
<td>Discount Rate</td>
</tr>
<tr>
<td>Committed Amount</td>
<td></td>
</tr>
</tbody>
</table>

#### Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Service Start Date</th>
<th>Contract Expiration Date</th>
<th>Contract Award Date</th>
<th>Service Delivery Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/30/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Consultant Information

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Consultant’s Employer</th>
<th>CRN</th>
</tr>
</thead>
</table>

### Funding Commitment Decision Comments

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Invoice Delivery Deadlines
Invoice Delivery Deadlines

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 RFCDL approving a post-commitment change or a successful appeal of a previously denied or reduced funding request, whichever is later.

- For example: The invoice filing deadline for Funding Year (FY) 2020 recurring services is Monday, October 28, 2021.

- 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.
When to File an Invoice

File after equipment and/or services are delivered and paid.

- For the BEAR, applicants pay service provider in full.

For the SPI, service providers bill applicant for their non-discount share first.

- You can choose the frequency.

- **Important! File invoice on or before the invoice filing deadline**
  - Generally, October 28 for recurring services.
  - Generally, January 28 for non-recurring services.
Upcoming Trainings

- **2021 Fall E-rate Training Schedule**
  - November 16, 2021
    - 1 p.m. – 2 p.m. ET: E-rate Program Overview
    - 3 p.m. – 4 p.m. ET: E-rate Pre-Commitment Process
  - November 17, 2021
    - 1 p.m. – 2 p.m. ET: Eligible Services 101
    - 3 p.m. – 4 p.m. ET: Category Two Budget
  - November 18, 2021
    - 1 p.m. – 2 p.m. ET: EPC Administrative Window
    - 3 p.m. – 4 p.m. ET: E-rate Post-Commitment Process
- **Tribal Training**
  - December 14, 2021
    - 4 p.m. – 5 p.m. ET: Post-Training FAQ Session for Tribal Applicants
Resources

- E-rate webinars
- Video tutorials
- E-learning modules
- 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
- Client Service Bureau
  - 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@mailer.surveygizmo.com with a unique survey link in 1-2 business days.
• We appreciate your feedback!
Thank You!