



## Additional E-Rate Training Scheduled for New Tribal Library Applicants

March 29, 2022

Dear Tribal Partner,

Thank you for helping us in our efforts to raise awareness about the recent FCC orders that clarify Tribal library eligibility for E-Rate support and the extended deadlines for applications with at least one new Tribal library listed as a recipient of service. Details about the FCC orders and answers for frequently asked questions can be found in USAC's [Dear Tribal Leader Letter](#) issued on March 11 or in the special announcement section on the [E-Rate Tribal Training](#) page.

**USAC scheduled additional training for any applicants intending to file for E-Rate support during the extended deadline for new Tribal libraries.** Please note that the E-Rate application process includes two forms, the FCC Form 470 and the FCC Form 471. Due to competitive bidding rules, the FCC Form 470 (first form) is used to request bids for eligible equipment and/or services and must be filed at least 28 days before you can choose a service provider(s). After you select your service provider(s) to provide the requested eligible equipment and/or service, you will file your funding application, or the FCC Form 471 (second form).

If you are new Tribal library, download and review the [Registration Checklist for New Tribal Libraries](#). It now reflects the new deadlines to help new entities prepare for the first steps.

If you have questions, contact the USAC Tribal Liaison at [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

### Important Application Deadlines

Applications with at least one new Tribal library listed as recipient of service:

The FCC released an order ([DA 22-231](#)) waiving the E-Rate application filing window for **new** Tribal libraries. Applications with at least one new Tribal library listed as recipient of

service will have until **Thursday, May 26, 2022 at 11:59:59 p.m. ET** to submit and certify the FCC Form 471, the second of two forms in the application process, in the E-Rate Productivity Center (EPC) without requiring an additional waiver.

- **FCC Form 470 (First Form)** must be filed at least 28 days before selecting a service provider and filing the second form.
  - **Thursday, April 28, 2022: The last date for these new Tribal library applicants to submit and certify an FCC Form 470** and still wait the required 28 days before submitting and certifying the FCC Form 471 by the May 26 filing deadline. We encourage applicants to file their FCC Form 470 as soon as possible and not to wait until April 28, 2022.
- **FCC Form 471 (Second Form)**
  - **Thursday, May 26, 2022 at 11:59:59 p.m.:** Applications **with at least one new Tribal library** listed as recipient of service will have until Thursday, May 26, 2022 at 11:59:59 p.m. ET to submit and certify the FCC Form 471 in EPC without requiring an additional waiver.

Applications without at least one new Tribal library listed as recipient of service:

The filing window closed on March 22, 2022 for applications **without a new Tribal library** listed as recipient of service are subject to the March 22, 2022 FY2022 application window filing window deadline. FCC Forms 471 filed after the window filing deadline are not considered for funding unless an FCC waiver is filed and approved by the FCC. If your FCC Form 471 does not include at least one new Tribal library entity as a recipient of service, you must file a waiver with the FCC in order to have your FY2022 FCC Form 471 reviewed and processed by USAC.

## FY2022 Extended E-Rate Training Series for New Tribal Libraries

We held the FY2022 Tribal Training Session during February and March of this year. Recordings and slide decks are posted on the [E-Rate Tribal Training](#) page. If you have questions about any material covered during the recorded sessions, please send an email to the USAC Tribal Liaison at [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

In response to the extended deadlines for Tribal libraries, we will provide additional training for prospective new Tribal library applicants.

Upcoming Training

## Session 1: E-Rate Information Session for Tribal Library Applicants

**Tuesday, April 5, 2022**

**4 p.m. ET**

[Register Now](#)

Overview: This session provides an overview of the E-Rate program and covers general topics such as the application process, the competitive bidding requirements, important program terms, eligibility, and program discounts. We will provide an introductory overview of eligible equipment and services and walk through three training samples for FCC Forms 470 and 471. Additionally, we will focus on the recently adopted Federal Communications Commission (FCC) order that amended the definition of library in the FCC's rules to clarify that Tribal libraries are eligible for support through the E-Rate program.

In advance of the training, you may email questions to [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

We recommend that you also review:

- Learn how to [Get Started](#).
- Explore the [Application Process](#) and [Eligible Services](#).
- Download the [Registration Checklist for New Tribal Libraries](#) (PDF).
- Learn about the [FCC Form 470](#)
  - Review the steps in the application process:
    - Step 1: [Competitive Bidding](#).
    - Step 2: [Selecting a Service Provider](#).
  - Resources
    - Training Sample 1: [FCC Form 470](#).
    - [Instructional video series for FCC Form 470](#).
    - [FCC Form 470 Filing EPC System Guide FY2022](#) (PDF).
    - [FCC Form 470 Services Guiding Statements Reference Table \(FY2022\)](#) (PDF).
- Learn about the [FCC Form 471](#).
  - Review the steps in the application process:
    - Step 3: [Applying for Discounts](#)
  - Resources
    - Download the [E-Rate Program FCC Form 471 Submission Checklist](#)
    - Training Sample 2: [FCC Form 471 \(Category 1\)](#)
    - Training Sample 3: [FCC Form 471 \(Category 2\)](#)
    - Follow the step-by-step guides offered in the [instructional video series for FCC Form 471 and creating a contract record](#).

Session 2: Establish a Consortium

**Tuesday, April 12, 2022**

**4 p.m. ET**

[Register Now](#)

**Overview:** This session provides an overview of the different roles and responsibilities for the consortium leader and members. After the presentation, we will conduct a live Q&A session.

In advance of the training, you may email questions to [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

We recommend that you also review:

- Learn more about [Consortia](#)

Session 3: Office Hours for Tribal E-Rate Applicants

**Tuesday, April 19, 2022**

**4 p.m. ET**

[Register Now](#)

**Overview:** This session provides an opportunity for Tribal E-Rate applicants and consultants to ask the USAC E-Rate team questions regarding the FY2022 E-Rate competitive bidding and funding application process and the recent E-Rate Tribal training sessions.

In advance of the training, you may email questions to [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

Session 4: Office Hours for Tribal E-Rate Applicants

**Tuesday, May 17, 2022**

**4 p.m. ET**

[Register Now](#)

Overview: This session provides an opportunity for Tribal E-Rate applicants and consultants to ask the USAC E-Rate team questions regarding the FY2022 E-Rate funding application process and the recent E-Rate Tribal training sessions.

In advance of the training, you may email questions to [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

## Resources

Ready to Apply for E-Rate Support?

- Before your first call, review the [Registration Checklist for New Tribal Libraries](#) (PDF) for a list of information to gather and the action items to complete.
- [Subscribe](#) to the monthly E-Rate News Brief and the E-Rate Tribal e-Newsletter to receive valuable deadline reminders, information on any program rule change or update, prompts for the monthly call, and training announcements.
- Explore the training on the E-Rate program's website.
  - Visit the [Videos](#) page to watch step-by-step tutorials that are designed to help you understand and manage the form filing process, FCC requirements, and other elements of the E-Rate program.
  - Register for a webinar or watch a recording on our [Webinars](#) page to learn about E-Rate program updates, including E-Rate program rules and orders, guidance about compliance and filings, and stakeholder support.

Visit the [E-Rate Tribal Training](#) page for a list of recently recorded FY2022 E-Rate Trainings and selected E-Rate Tribal Trainings.

## E-Rate Program Technical Assistance

The USAC Customer Service Center (CSC) provides customer service for the Universal Service Fund (USF) programs, including the E-Rate program, with specialized agents trained to answer your E-Rate program questions.

You have two options for requesting assistance:

- Call the CSC at (888) 203-8100. CSC is operational Monday through Friday between 8 a.m. and 8 p.m. ET; or
- Open a customer service case in the [E-Rate Productivity Center \(EPC\)](#), if or once you are a registered user.

## About the E-Rate Program

The Schools and Libraries (E-Rate) program provides discounts up to 90 percent to eligible public or private schools (K-12), libraries, and groups of schools and libraries (e.g., consortia, districts, systems) for E-Rate eligible internet access and data transmission services, internal connections (e.g., Wi-Fi equipment, cabling), and basic maintenance services competitively bid and approved on the application (FCC Form 471). These discounts result in a reduction of the costs for these services/equipment to the school or library making the purchase with the E-Rate program covering the discounted percentage of those costs (e.g., \$1,000 worth of eligible services at a 90 percent discount rate Tribal library would result in a payment of \$900 through the E-Rate program with the Tribal library paying only 10 percent of the costs (i.e., \$100)).

**Questions or Suggestions?**

Contact USAC Tribal Liaison, Kraynal Alfred, at [TribalTraining@usac.org](mailto:TribalTraining@usac.org) or (202) 572-5733.