



Monthly E-Rate Tribal e-Newsletter

January 11, 2022

Dear Tribal Partner,

Happy New Year!

Special Announcement: On January 6, the Federal Communications Commission (FCC) announced that it will consider a Report and Order at the January 27 open meeting that would amend the definition of library in the FCC's rules to clarify that Tribal libraries are eligible for support through the E-Rate program. If adopted, the Order also directs USAC, together with FCC staff, to develop targeted outreach efforts to increase awareness among Tribal libraries and adopt new metrics to gauge the participation of Tribal libraries in the E-Rate program. The new rules would take effect in time for Tribal libraries to apply for E-Rate support for the 2022 funding year. A copy of the proposed draft Report and Order is available on the [FCC's website](#). This document is being released as part of a "permit-but-disclose" proceeding. Any presentations or views on the subject expressed to the FCC or its staff, including by email, must be filed in CC Docket No 02-6, which may be accessed at <https://www.fcc.gov/ecfs/>, and in accordance with the ex parte rules found at 47 CFR § 1.1200 et seq.

The E-Rate program announced several critical dates for **Funding Year (FY) 2022**. The dates are outlined below:

- **FY2022 FCC Form 470 (The First Form)**
 - **Tuesday, February 22, 2022** is the last date that you can certify an FCC Form 470 and still have time to wait the required 28 days and certify your FCC Form 471 before the application filing window closes on March 22 at 11:59 p.m. ET.
- **FY2022 FCC Form 471 application filing window (The Second Form)**
 - Opens on Wednesday, January 12, 2022 at 12 p.m. ET
 - Closes on Tuesday, March 22, 2022 at 11:59 p.m. ET

In lieu of this month's Tribal Teleconference, USAC is planning additional training opportunities focused on the FY2022 application process. We also encourage you to regularly

check the [E-Rate Webinar](#) and [E-Rate Tribal Training](#) webpages throughout the application filing window to access recorded training and the evolving training schedule.

If you need technical assistance or have general questions about the E-Rate program, you may reach out to the Customer Service Center (CSC) at (888) 203-8100, or open a ticket in the [E-Rate Productivity Center \(EPC\)](#).

If you have a Tribal-specific issue or question, you may also send an email to the USAC Tribal Liaison at TribalTraining@usac.org.

Get Started

To begin the FY2022 FCC Form 471 application filing process, you may follow the steps below to start your E-Rate funding application.

- **Gain EPC Access**

EPC is the account and application management portal for the E-Rate program.

- **First-time Filers** – If you are new to the E-Rate program, you will need a user account in EPC. For security purposes, you will also need a login and password for One Portal, our multi-factor authentication security system. If you are new to the program, our Customer Service Center (CSC) at (888) 203-8100 can help you set up your organization's EPC profile and your account administrator.
- **Existing EPC User Accounts** – The EPC Administrative Window is closed. You will not be able to make changes to your EPC profile when the administrative window is closed. The EPC Administrative Filing Window is the period during which applicants can make updates to their profile information in EPC to prepare for the upcoming FCC Form 471 application filing window. During the administrative window, applicants can update their student counts, National School Lunch Program (NSLP) participation rates, contact information, and request a Category Two (C2) Budget recalculation.

- **Review the Eligible Services List**

The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the E-Rate program.

- [FY2022 Eligible Services List](#) (PDF)
- [ESL Glossary](#) (PDF)
- [Frequently Asked Questions](#)
- Visit the [Eligible Services List](#) page

- **File FCC Form 470 (The First Form)**

- Proceed with the [Competitive Bidding Process](#) – Begin the competitive bidding process by filing your [FCC Form 470](#), which is the first form in the application process.

- Remember that you must wait at least 28 days after filing the FCC Form 470 before entering into an agreement with your selected service provider(s) and filing your FCC Form 471 application(s).
- Review the Related User Guides:
 - [FCC Form 470 Filing EPC System Guide FY2022](#) (PDF).
 - [FCC Form 470 Services Guiding Statements Reference Table \(FY2022\)](#) (PDF)
- Instructional videos on FCC Form 470 are available online:
 - [How to File an FCC Form 470](#) (26:04 mins)
 - [How to Search for FCC Form 470](#) (12:25 mins)
 - [E-Rate Competitive Bidding Process](#) (5:00 mins)

FY2022 Trainings

Upcoming Trainings

During the FY2022 application filing window, USAC will conduct a series of office hour webinars focused on E-Rate topics related to FCC Forms 470 and 471.

Regularly check the [E-Rate Webinar](#) and [E-Rate Tribal Training](#) webpages for the latest schedule.

Eligible Services Office Hours

Thursday, January 13

2 p.m. ET

[Register Here](#)

E-Rate experts will provide an overview of E-Rate eligible services for applicants and service providers of all experience levels. Materials to review before the training include:

- [FY2022 Eligible Services List](#) (PDF)
- Eligible Services 101 webinar recording and slides
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)

Competitive Bidding (FCC Form 470) and Guiding Statements Overview and Office Hour

Tuesday, January 18

2 p.m. ET

[Register Here](#)

E-Rate experts will walk you through competitive bidding and the FCC Form 470 with a focus on the new FY2022 Guiding Statements Document for all experience levels. Materials to review before the training include:

- [FCC Form 470 Services Guiding Statements Reference Table \(FY2022\)](#) (PDF)
- [FCC Form 470 and Competitive Bidding Video](#)
- E-Rate Pre-Commitment Process webinar recording and slides
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)
- [FCC Form 470 Filing EPC System Guide FY2022](#) (PDF)
- [Lowest Corresponding Price](#) webpage
- [FCC Form 470 Search Guide](#) (PDF)

Service Provider Selection and the FCC Form 471 Office Hour

Thursday, January 20

2 p.m. ET

[Register Here](#)

E-Rate experts will provide an overview of how to apply for program discounts on the FCC Form 471 for applicants of all experience levels. Materials to review before the training include:

- E-Rate Pre-Commitment Process webinar recording and slides
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)
- [FCC Form 471 video series](#)

Recent Recorded Trainings

A recording is available for each completed fall FY2022 training session. Recordings may be accessed using the registration links below and by completing a registration form. Each training event is a one-hour webinar.

A full description for each session is available on the [E-Rate Tribal Training](#) page.

FY2022 Tribal Training Session

- **E-Rate Program Overview for Tribal Schools and Libraries**
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)

- **Post-Training FAQ Session for Tribal Applicants**
 - [Watch Recording](#)

FY2022 E-Rate Fall Training Series

- **Session 1: E-Rate Program Overview**
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)
- **Session 2: E-Rate Pre-Commitment Process**
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)
- **Session 3: Eligible Services 101**
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)
- **Session 4: Category Two (C2) Budgets**
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)
- **Session 5: E-Rate Productivity Center (EPC) Administrative Window**
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)
- **Session 6: E-Rate Post-Commitment Process**
 - [Watch Recording](#)
 - [Slide Deck](#) (PDF)

Important Resources

E-Rate Program News Brief

The E-Rate program [News Brief](#) is a monthly publication. During the busier times of the E-Rate calendar, the E-Rate News Brief plans to publish additional issues and special editions to provide important program information and deadline reminders. We encourage you to [subscribe](#) for timely announcements.

News Brief: [December 21, 2021](#)

- Letter to the Field for FY2022
- FY2022 Application Filing Window opens January 12, 2022

News Brief: [December 16, 2021](#)

- EPC Administrative Window Information
- Customer Service Name Change and Holiday Hours

- Winter Deferral Period Effective Dates
- Gift Rule Waiver Extension
- Fall 2021 Training Recordings Available
- Designate Your Tribal Status
- Update on USAC.org Search Tools
- FCC CORES Registration Information

E-Rate Program Technical Assistance

The USAC Customer Service Center (CSC), previously named the Client Service Bureau (CSB), provides customer service across USAC programs with specialized agents trained to answer your E-Rate program questions.

You have two options for requesting assistance:

- Open a customer service case in the [E-Rate Productivity Center \(EPC\)](#); or

Call the CSC at (888) 203-8100. CSC is operational Monday through Friday between 8 a.m. and 8 p.m. ET.

Questions or Suggestions?

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