



## Monthly E-Rate Tribal e-Newsletter

December 2, 2021

Dear Tribal Partner,

Join us for the Post-Training Frequently Asked Questions (FAQ) Session for Tribal Applicants webinar where the E-Rate program team will answer your questions regarding the FY2022 E-Rate application process and the recent E-Rate training sessions.

### Post-Training FAQ Session for Tribal Applicants

**Tuesday, December 14, 2021**

**4 p.m. ET**

[Register Now](#)

#### **Overview**

This session provides an opportunity for Tribal applicants to ask the USAC E-Rate team questions regarding the Funding Year (FY) 2022 E-Rate funding application process and the recent E-Rate Tribal and E-Rate training sessions.

In advance of this session, you may email questions to [tribaltraining@usac.org](mailto:tribaltraining@usac.org).

#### E-Rate Tribal and E-Rate Training Series Recordings

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](#)

## FY2022 E-Rate Fall Training Series

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

## Reminder: Update Your EPC Profiles

### E-Rate Productivity Center (EPC) Administrative Window

EPC is the account and application management portal for the E-Rate program. E-Rate program participants use this portal to manage program processes, receive notifications, and to contact customer service.

Each year, USAC updates applicant profiles in EPC using the reviewed and approved profile information from their current year FCC Forms 471. We do this so that applicants can start the application process for the upcoming funding year with information in their profiles that is accurate as of the date of their Funding Commitment Decision Letter (FCDL).

USAC has completed this process for applicants whose profile information was updated during the Program Integrity Assurance (PIA) review of their FY2021 applications.

The EPC administrative 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.

The EPC administrative window opened on Tuesday, October 26, 2021 and will close shortly before the FY2022 application filing window opens early in 2022, at which time the applicant profiles will be locked. Applicants should review their EPC profiles and make any additional updates for FY 2022.

For detailed information on updating entity EPC profiles, you can refer to the [EPC Administrative Window](#) page. Here are a few reminders for those of you who are ready to start updating your EPC profiles:

- School districts report their student counts separately for two different purposes:
  - to calculate their discount; and
  - to calculate their Category 2 (C2) budget. For the C2 budget calculation, school districts have the choice to update their individual school profiles or to report a total number in the school district profile.
- If you have new entities (individual schools for school districts or library branches for libraries), the Client Service Bureau (CSB) can create them for you. Open a customer service case in EPC or call CSB at (888) 203-8100 for assistance.
- Submit any FY2021 Receipt Acknowledgment Letter (RAL) modifications or FY2021 appeals before you add new entities or new entity subtypes to your organization's EPC profile information. This will allow us to process your RAL modification or appeal more quickly.

## Designate Your Tribal Status in Your EPC Profiles

Before the administrative window closes, we encourage you to review the Tribal designations for your entities in EPC. USAC uses the Tribal designation to understand who is participating in the program, provide Tribal outreach and training, assess Tribal training efforts through participation, and report and analyze data about Tribal lands and Tribal entities.

A school or library entity may self-designate as a Tribal entity in EPC if it meets any of the following descriptions:

- the majority of students or library patrons served are Tribal members;
- the entity is located partially or entirely on Tribal land;
- the entity is a school operated by or receiving funding from the Bureau of Indian Education (BIE); or
- the entity is a school or library operated by a Tribal Nation.

If you need help finding the Tribal checkbox in EPC, watch the [EPC Tribal Check Boxes video](#) on how to find and designate your entity's Tribal status.

Please note the following:

- The Tribal checkbox only applies to an individual school or library – it does not apply to a school district or library system. In other words, a school district or library system can include a school or library designated as a Tribal entity even though the descriptions above may not apply to the entire school district or library system.
- USAC cannot check the Tribal checkbox on your behalf. You must check the appropriate box in your EPC profile yourself.

## Important Resources

The E-Rate program [News Brief](#) returns as a monthly publication. During the busier times of the E-Rate program calendar, the E-Rate News Brief plans to publish additional issues and special editions to provide important program information and deadline reminders. An explanation is available in the [October 22, 2021](#) News Brief.

### News Brief: [November 12, 2021](#)

- Payment Quality Assurance (PQA) review notifications
- Missed Invoice and FCC Form 486 deadlines
- FCC Form 486 urgent reminders Letters
- New Entity Search Tool available
- FCC Form 486 Process for Older Funding Years (FY2015 and Earlier)

## E-Rate Program Technical Assistance

All USAC customer support centers remain open, including the Client Service Bureau (CSB). Please be patient if you experience longer than usual wait times with our customer service teams as circumstances continue to change.

You have two options for requesting assistance:

- Open a customer service case in the [E-Rate Productivity Center \(EPC\)](#); or
- Call the CSB at (888) 203-8100. CSB 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](mailto:TribalTraining@usac.org) or (202) 572-5733.