



Monthly E-Rate Tribal e-Newsletter

February 11, 2022

Dear Tribal Partner,

A critical FY2022 application deadline is approaching: Tuesday, February 22, 2022 is the last date that you can certify an FCC Form 470 (first form) and still have time to wait the required 28 days and submit and certify your FCC Form 471 (second form) before the application filing window closes on March 22 at 11:59 p.m. ET.

On Tuesday, February 15, 2022 at 4 p.m. ET, USAC will host an [office hours session for Tribal E-Rate applicants](#) to answer questions about the E-Rate program. See below, under Session 3, for more details.

Last month, USAC sent a Dear Tribal Leader letter about the FCC Report and Order ([Tribal Library Order](#)) adopted at the FCC's January 27 open meeting. The Tribal Library Order amends the FCC's rules by updating the definition of a library, and clarifying that Tribal libraries are eligible for support through the E-Rate program. The new rules take effect in time for Tribal libraries to apply now for E-Rate support for Funding Year (FY) 2022 (which runs from July 1, 2022 through June 30, 2023).

The Tribal Library Order adds "Tribal library" to the definition of a "library" in the E-Rate rules, and amends the rules to recognize that Tribal libraries are eligible for support from state library administrative agencies under the Library Services and Technology Act (LSTA) and the Museum and Library Services Act of 2018. **In the Tribal Library Order, the FCC explains that Tribal Councils can designate a library as a Tribal library (for example, through a Tribal Resolution), and Tribal libraries should be able to demonstrate that they have three basic characteristics of a library:**

- Regularly scheduled hours,
- Staff, and
- Materials available for library users.

The FCC also directs USAC, together with FCC staff, to develop targeted outreach efforts to increase awareness of the program among Tribal libraries and adopt new metrics to gauge the participation of Tribal libraries in the E-Rate program.

FAQ: What types of Tribal documentation is acceptable for designating a Tribal Library?

A. Any Tribal library that is eligible for LSTA funding under the Museum and Library Services Act of 2018 and has not been validated in E-Rate program should be prepared to demonstrate their eligibility by providing:

- Documentation from an authorizing Tribal government entity (such as a charter or ordinance or letter from the Tribal Council), as well as documentation that shows that the applicant has characteristics of a library, including regular hours, staff, and materials, or
 - A signed letter from a state library agency.
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If you need training, it is not too late to join us for the FY2022 E-Rate Tribal Training Series. The recordings and full slide decks for the two completed sessions are available. Registration remains open for the three upcoming sessions. More information and links are available below.

FY2022 E-Rate Tribal Training Series

The sessions in the FY2022 E-Rate Tribal Training Series are focused on schools and libraries that self-identify as a Tribal Entity but are also open to anyone who would like to learn more about applying and receiving E-Rate support for Tribal schools and libraries.

A recording is available for each completed session. 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.

Recorded Sessions and Slide Decks

Session 1: E-Rate Information Session for Tribal Applicants

Overview: In this two hour session, we presented an overview of the E-Rate program and covered general topics such as the application process, the competitive bidding requirements, important program terms, eligibility, and program discounts. Additionally, we focused 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.

- [Watch a Recording](#)
- [Slide Deck](#)

We recommend that you also review:

- Learn how to [Get Started](#).
- Explore the [Application Process](#).
- Review the “Get Started: Create New Profiles for New Users and Entities” section of this email and download the [Registration Checklist for New Tribal Libraries](#) (PDF).

Session 2: FCC Form 470 Walkthrough for Tribal E-Rate Applicants (The First Form)

Overview: In response to the popular request, we adjusted the agenda for this session to provide an introductory overview of eligible equipment and services and walked through three training FCC Forms 470 and 471.

- [Watch a Recording](#)
- [Slide Deck](#)
 - [Training Sample 1: FCC Form 470](#)
 - [Training Sample 2: FCC Form 471](#) (Category 1)
 - [Training Sample 3: FCC Form 471](#) (Category 2)

We recommend that you also review:

- The step-by-step guides offered in the [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 more about the [FCC Form 470](#) and [Eligible Services](#).
- Review the steps in the application process:
 - Step 1: [Competitive Bidding](#).
 - Step 2: [Selecting a Service Provider](#).

Upcoming Sessions

Session 3: Office Hours for Tribal E-Rate Applicants

February 15, 2022

4 p.m. ET

[Register Here](#)

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 this session, you may email questions to TribalTraining@usac.org.

Session 4: FCC Form 471 Walkthrough for Tribal E-Rate Applicants (The Second Form)

March 8, 2022

4 p.m. ET

[Register Here](#)

Overview: Join us for the second webinar in the series designed to walk applicants through an FY2022 FCC Form 471. It will include a step-by-step demonstration of filing the form and a Q&A session.

- Recommended for: Tribal E-Rate Applicants
- E-Rate Experience Level: All levels

To prepare for the webinar, we recommend that you review the [E-Rate program](#)'s website:

- Brand new to E-Rate? Learn how to [Get Started](#).
- Learn about [FCC Form 471](#).
- Review the steps in the application process:
 - Step 3: [Applying for Discounts](#)
- Follow the step-by-step guides offered in the [instructional video series for FCC Form 471 and creating a contract record](#).

Session 5: Office Hours for Tribal E-Rate Applicants

March 15, 2022

4 p.m. ET

[Register Here](#)

Overview: This session provides an opportunity for Tribal 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 this session, you may email questions to TribalTraining@usac.org.

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. Below are links to recent News Briefs.

News Brief: [January 20, 2022](#)

- February Training Opportunities
- January Webinar Recording Available
- Preparing for FY2022 Application Window
- Upcoming Hurricane Relief Deadline
- New FCC Form 471 Download Tool
- USAC Seeks User Feedback

News Brief: [January 12, 2022](#)

- The FY2022 Filing Window is Open
- Get Started
- January E-Rate Trainings

News Brief: [January 10, 2022](#)

- Office Hour Webinars – List and Registration
 - E-Rate Eligible Services Office Hour
 - Competitive Bidding (FCC Form 470) and Guiding Statements Overview and Office Hour

Service Provider Selection and FCC Form 471 Office Hour

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 registered user.

Questions or Suggestions?

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