



## Monthly E-Rate Tribal e-Newsletter

March 4, 2022

Dear Tribal Partner,

Starting in April, the monthly E-Rate Tribal Teleconference's routine schedule and format will change. Our monthly calls will soon transform to a FAQ Office Hours format that will focus on important phases and milestones. The monthly schedule will move from the second Tuesday of each month to the third Tuesday of each month. We will continue to announce registration information and topics through the **monthly E-Rate Tribal e-Newsletter**.

**A critical FY2022 application deadline has passed. Tuesday, February 22, 2022** was the last date that you could have submitted and certified an FCC Form 470 (first form that seeks bids on the requested eligible equipment and/or services) and still have had time to wait the required 28 days to submit and certify your FCC Form 471 (second form that requests funding for the eligible equipment and/or services) before the FY2022 application filing window closes on **March 22 at 11:59 p.m. ET**.

- **FILE EARLY.** The FY2022 FCC Form 471 application filing window closes March 22. Please do not wait until the last minute to submit and certify your form, especially if you need help or have questions about what information to include on your form.
- **FCC Waiver Required for Late Certifications.** FCC Forms 471 may be submitted and certified after the close of the application filing window, but they will be put in an out-of-window status and will not be reviewed by USAC. For USAC to move these applications to an in-window status and review them, the applicant must request and the Federal Communications Commission (FCC) must grant a waiver of the FCC Form 471 application filing window deadline. More information is available on the [FCC Form 471 Filing](#) page. Please note that you are still required to seek bids for the requested equipment and/or services by filing the FCC Form 470 first, wait at least 28 days, and then submit the late-filed FCC Form 471 requesting funding for the eligible equipment and/or services. The FCC Form 470 can also be submitted and certified after the February 22, 2022 due date.

Note that USAC cannot approve appeals or waiver requests that ask for a waiver of the E-Rate program rules. You must file a request for waiver with the FCC. You may find

additional information on submitting waiver requests to the FCC at <https://www.usac.org/about/appeals-audits/appeals/> under the “To File an Appeal with the FCC” section.

Whether you have submitted and certified your FCC Form 470 (the first form that seeks bids for eligible equipment and/or services) on time or not, join us for Session 4 of the upcoming FY 2022 E-Rate Tribal Training Series to discuss next steps for your application. As noted above, you can still move forward and submit and certify your FCC Form 470, wait at least 28 days, and then submit and certify the FCC Form 471 for funding year 2022, but you will also need to ask for a waiver of the FY2022 application filing window deadline for the FCC Form 471 application to be moved to “in-window” status and be reviewed and processed by USAC.

## 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](mailto:TribalTraining@usac.org) or register below for Office Hours scheduled for March 15, 2022 at 4 p.m. ET.

### Upcoming Sessions

#### **Session 4: FCC Form 471 Walkthrough for Tribal E-Rate Applicants (The Second Form that requests funding for the eligible equipment and/or services)**

**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 application. 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 also email questions to [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

Completed Sessions: Recordings and Slide Decks are Available

## 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 a 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](#).

### Session 3: Office Hours for Tribal E-Rate Applicants

**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.

If you have questions about the information covered in the recorded webinar, you may email questions to [TribalTraining@usac.org](mailto:TribalTraining@usac.org).

- [Watch a Recording](#)
- [Slide Deck](#) (contains a list of FAQs answered during the recorded session)

## Resources

### Request Allowable Corrections

USAC issues an FCC Form 471 Receipt Acknowledgment Letter (RAL) to both the applicant and service provider(s) in the E-Rate Productivity Center (EPC) after an FCC Form 471 application is certified. The letter contains many of the details submitted on the FCC Form 471 and provides a means to correct any mistakes. If you were not able to make all of the appropriate updates to your applicant profile in EPC before the close of the EPC FCC Form 471 administrative window, you can provide updated information by filing a RAL Modification

Request after submitting and certifying your FCC Form 471 application(s) but before you receive your funding commitment decision letter.

## Receipt Acknowledgment Letter (RAL) Modification Guide Now Available

Applicants receive the RAL in their EPC News Feed after certifying an FCC Form 471. The RAL modification function in EPC allows you to provide specific information in an organized format, which makes it easier for Program Integrity Assurance (PIA) reviewers to locate and understand the changes you want to make.

- Go to the [Ministerial & Clerical Errors](#) page to see the types of changes that are allowed and not allowed for the FCC Form 471.
- To learn how to submit modification requests for your FCC Form(s) 471, view the [FCC Form 471 Receipt Acknowledgment Letter Modification Guide](#).

## Invoicing Message for FY2020 Applicants

February 25, 2022 was the deadline to submit an invoice for FY2020 recurring services if the applicant or service provider already requested and received a one-time extension of the October 28, 2021 deadline.

Any invoices submitted after this date will be denied as untimely and will require a waiver of the invoice filing deadline rule from the FCC. Parties requesting a waiver will need to demonstrate extraordinary circumstances to justify a waiver of the invoice filing deadline date.

### Requesting an invoice deadline extension

The new [E-Rate FRN Invoice Deadline Tool](#) provides the ability to search, view, and download data related to invoice filing deadline dates (see bullet below). If your invoice deadline date has not passed and you need additional time to complete your invoicing process, you can [request a one-time extension of an invoicing deadline](#). You will receive an additional 120 days to complete your invoicing process.

Note that if you have already requested and received a one-time, 120-day invoice deadline extension, USAC may not approve an additional extension without a waiver from the FCC. All invoices must be submitted on or before your invoice filing deadline date.

- Two new E-Rate data tools are now available on USAC's Open Data platform.
  1. The [E-Rate FRN Invoice Deadline Tool](#) provides the ability to search, view, and download data related to invoice deadline dates, funds remaining for

invoicing, and the invoicing mode (BEAR vs SPI). View the [training video](#) to learn how to use this tool.

2. USAC also rolled out the [E-Rate FRN Status Tool FY2016+](#) this week, which provides funding request data including funding status, funding wave data, and disbursements. View the [training video](#) to learn how to use this tool.

## E-Rate Program News Brief

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

### **News Brief:** [February 17, 2022](#)

- Invoice Deadline for FY2021 Recurring Services
- Extended CSC Hours for FY2022 Window Close
- RAL Modification Guide Now Available
- FCC Tribal Library Order and Training Series

## 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.

### Extended CSC Hours for the Application Filing Window

The CSC will be open additional hours in advance of the close of the FY2022 FCC Form 471 application filing window to help applicants with last-minute question and any issues. The FY2022 application filing window closes March 22 at 11:59 p.m. ET.

Here are CSC's hours starting Friday, March 18:

<b>Date</b>	<b>Hours</b>
Friday, March 18	8 a.m. - 10 p.m. ET
Saturday, March 19	Closed
Sunday, March 20	Closed
Monday, March 21	8 a.m. - 10 p.m. ET
Tuesday, March 22	8 a.m. - 11:59 p.m. ET

**Questions or Suggestions?**

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