FY2022 E-Rate Deadline Approaching
for New Tribal Library Applicants

April 25, 2022

Dear Tribal Partner,

Two important reminders are include this email for the E-Rate program and the Emergency Connectivity Fund Program. Please look over the details carefully so you do not miss these important opportunities.

Important FY2022 E-Rate Deadline

The first important deadline is approaching fast for the extended FY2022 filing window for new Tribal library applicants and for **applications that include at least one new Tribal library listed as recipient of service.**

To complete the E-Rate application process, you must (1) initiate a 28-day (minimum) competitive bidding process using the FCC Form 470, then (2) request services and/or equipment, together with information about the entities that will receive the services and/or equipment using the FCC Form 471. These forms are available in the E-Rate Productivity Center (EPC). To preview these forms, we recommend looking over the training samples listed below under resources for training Session 1.

- **FCC Form 470 (First Form)** must be filed at least 28 days before selecting a service provider and filing the second form. This form starts your competitive bidding process by seeking bids for the requested eligible services and/or equipment. USAC posts this form to its website to allow service providers to review and submit bids to you for review.
- **FCC Form 471 (Second Form)** provides USAC with information about the services and/or equipment you are requesting and the entities that will receive the services and/or equipment.

In March, the FCC's Wireline Competition Bureau released an order ([DA 22-231](#)) that extended the E-Rate application filing deadline for new Tribal library applicants and **for applications that include at least one new Tribal library listed as recipient of service to 11:59:59 pm on May 26, 2022**. This means that Thursday, **April 28, 2022 is 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.

Note: Applications **without** a new Tribal library listed as recipient of service are subject to the March 22,

2022 FY2022 application window filing deadline. FCC Forms 471 filed after the application 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 considered for review and processed by USAC.

Get Started Now

Do not wait to start your FCC Form 470. Our knowledgeable Customer Service Center (CSC) agents are waiting to help you. You can reach the CSC at (888) 203-8100 on Monday through Friday between 8 a.m. and 8 p.m. ET.

If you still need to submit a request to create your EPC profile(s), download the [Registration Checklist for New Tribal Libraries](#) (PDF) which includes the information you will need to get started.

FY2022 Extended E-Rate Training Series for New Tribal Libraries

To help you get started, USAC has put together a comprehensive training program new Tribal library applicants that includes online resources, interactive training sessions, and one-on-one support.

We recently held three sessions of the FY2022 Extended E-Rate Training Series for New Tribal Libraries that are available below in this email. The description for each session includes links to other great resources. Training-related questions can be sent to TribalTraining@usac.org.

The E-Rate program recently announced a new training on the Program Integrity Assurance (PIA) and Selective Review Process. Registration information for this training is also included below.

More recorded sessions are available on the [E-Rate Webinars](#) page and [E-Rate Tribal Training](#) page.

Upcoming Training

General E-Rate Training: PIA and Selective Review Process Training

Thursday, May 12, 2022
2 p.m. ET
[Register Now](#)

Overview: This hour-long session provides an overview of the Program Integrity Assurance (PIA) and Selective Review processes and steps to prepare and be ready to respond to USAC's information requests during these reviews.

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.

Recorded Sessions

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

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.

- **Watch a Recording**
- **Slide Deck**

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
  - o Review the steps in the application process:
    - Step 1: Competitive Bidding.
    - Step 2: Selecting a Service Provider.
  - o 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.
  - o Review the steps in the application process:
    - Step 3: Applying for Discounts
  - o 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

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.

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

We recommend that you also review:

- Learn more about [Consortia](#)

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 competitive bidding and funding application process and the recent E-Rate Tribal training sessions.

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

More Announcements

Emergency Connectivity Fund Program

Third Emergency Connectivity Fund Application Filing Window Opens Thursday

The third application filing window will open on Thursday, April 28, 2022 and close on Friday, May 13, 2022, at 11:59 p.m. ET. During the third window, schools and libraries will be able to request Emergency Connectivity Fund Program support for eligible equipment and up to 12 months of services that will be received or delivered between July 1, 2022 and December 31, 2023 for off-campus use by students, school staff, and library patrons with unmet needs. Please see the Public Notice ([DA 22-309](#)) for additional information about the third application filing window, the service delivery date, and invoice filing deadline applicable to equipment, other non-recurring service, and recurring service requests submitted during this filing window.

If you are unfamiliar with the Emergency Connectivity Fund Program, we encourage you to watch the [Tribal Schools, Libraries, and Consortia Module](#) and to check the Program's [Live Sessions](#) page regularly for new training opportunities. If you need help getting started or have questions, you can reach out to the **Emergency Connectivity Fund Customer Support Center** (CSC) at (800) 234-9781.

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, 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: [April 22, 2022](#)

- FY2022 FCC Form 473 Now Available
- Filing the FY2022 FCC Form 486
- Overview of the PIA Review Process
- Receipt Acknowledgment Letter (RAL) Modification Requests & Post-Commitment Corrections

May 26 Deadline for New Tribal Libraries to Submit FY2022 FCC Form 471

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.

Questions or Suggestions?
Contact USAC Tribal Liaison at TribalTraining@usac.org.