Program Integrity Assurance Review (PIA)

After the applicant files and certifies an FCC Form 471 within the filing window, Program Integrity Assurance (PIA) reviewers at USAC check the information on each Form 471 for completeness and accuracy and may have additional questions for the applicant to answer.

All applications go through an initial review and a final review, which may involve questions from PIA reviewers on one or more of the following topics:

- Eligibility of the entities receiving service
- Eligibility of the services requested
- Discount calculations
- Contracts
- The competitive bidding process

PIA Review in EPC

All PIA questions and answers will be posted in EPC. Please refer to the attached slides that explain the PIA process in EPC. In brief:

- The Form 471 main contact person will receive an email notification that a PIA reviewer has questions about the application.
- The email will list the 471 # but will not contain the actual PIA questions.
- Click on the link in the email to see/respond to the PIA questions. You must first log into EPC to be able to see the questions.
- If you see more than one inquiry in the PIA list, respond to all of them at the same time – not one by one.
- All submitted inquiries remain in EPC.

Response Time, Additional Reviews, and Follow-Up

The applicant will be given 15 days to respond to PIA questions. You can ask for more time if you need it, but keep in mind that this will add more time to the review process.   PIA reviewers typically have authority to grant one 1-week extension of time but further extension requests must be approved by supervisors and must be supported by a reasonable explanation of extenuating circumstances. Extensions need to be requested inside EPC in the "Review Inquiries" module.

Your service provider(s) can assist you with preparing responses to USAC's questions except for questions about your service provider selection process.

- USAC understands that some of the information requested during application review could be considered to be proprietary or sensitive commercial and financial information. Applicants and service providers can request confidential treatment of information under the FCC rules.

Some applications undergo additional review - Selective Review is one example - where PIA may request more detailed responses that can include:

- Documentation of the competitive bidding and service provider selection processes;
- Documentation of the applicant's ability to pay the non-discount share (the portion of the cost of eligible products and services not reimbursed by USAC); and
- Proof that the applicant has obtained necessary resources - e.g., hardware, software, staff training, electrical capacity, retrofitting - that are not eligible for Schools and Libraries Program discounts but that must be in place to make effective use of the discounted services.

As part of the review process, PIA may be required to change the category of service or the service type on a Funding Request Number (FRN). If PIA discovers that there are ineligible services in a funding request, the applicant will be able to remove them or move them to a separate request to avoid denial under the 30% Rule.

After the PIA review process has been completed, USAC issues a Funding Commitment Decision Letter (FCDL) containing USAC's decisions on your funding requests. The applicant can find this decision in the News Feed in the organization's EPC account. The FCDL is also emailed to the Form 471 main contact person and the EPC account administrator. The applicant should review this decision carefully, as it contains important information both for planning the start of the receipt of services and for completing the additional steps in the application process. If the applicant disagrees with one or more of the decisions in your FCDL, an appeal may be submitted to USAC within 60 days of the FCDL date.

Program Integrity Assurance (PIA) Guide
FY 2023

February 2023

You are here in the E-rate process:

| Plan Sept - Oct | → | Update Entity Profiles Oct - Dec | → | Bid (470) Aug - Jan | → | Bid Evaluation Sept - Feb | → | Sign Contract Jan - Feb |

Create Contract Records/Apply to USAC (471) Jan - Mar

| Pay Vendor | → | Request Reimbursement from USAC (472/BEAR) *if discounts not on vendor invoice* |

Purchase Services or Equipment ← **Turn-On Funding (486)** Apr --- ← **Funding Commitment (FCDL)** Apr - Aug ← **Application Review (PIA)** Apr - Aug

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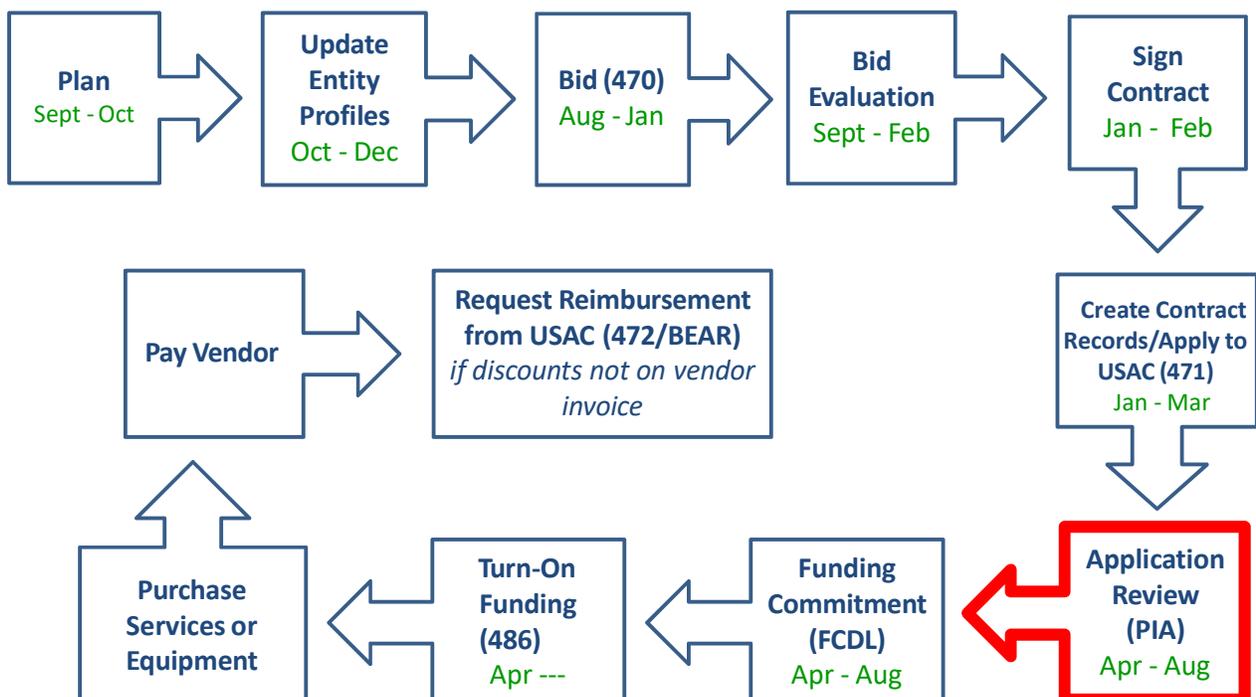
What is PIA?

- PIA = Program Integrity Assurance Review
- Stage of application process where USAC reviews every application for the following compliance:
  - Eligible Entities
  - Competitive Bidding
  - Eligible Services/Equipment
  - Appropriate Discount Level
  - Category 2 Budget Caps
  - Contract Signing
- All PIA "inquiries" are issued via applicants' EPC portals
  - Applicants must submit responses to the PIA inquiries via the EPC portals as well

PIA Review Inquiries

- The 471 main contact will receive an email notification that a PIA reviewer has questions about their application
  - The e-mail will list the 471 # and the general subject of the inquiry (e.g. Eligibility of Services or Discount Rate), but will <u>not</u> contain the actual PIA questions.
  - Before clicking on the link in the e-mail, you must first sign into EPC
    https://forms.universalservice.org/portal/login
  - Then click on the link in the PIA e-mail to be taken to the PIA Inquiry Page
    - The 471 main contact will also see the PIA Inquiry under **Tasks**

- PIA e-mail notification will look like…

PIA E-mail Notifications

Universal Service Administrative Co.

E-rate Review Information

Today's Date: 02/02/2022
Response Due Date: 02/17/2022
Contact Name: J▓▓▓
Applicant Name: ▓▓▓▓▓▓▓▓▓▓▓▓▓ DISTRICT
FCC Form 471 Application Number: ▓▓▓▓▓▓▓▓▓

Dear Applicant

We are in the process of reviewing your Funding Year 2022 FCC Form 471 application(s) and we need additional information to complete our review. Please respond to the information requests below. Please note that EPC allows you to begin working on your answers and save your work for later by clicking "Save and Close." We advise you to provide responses to all of the questions before submitting your answers. Click "Submit" only when you have answered all the questions in their entirety.

- Eligibility of the Entities

<u>Click here to respond to inquiries</u>

<u>USAC Homepage</u>

If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial. Note: Your State E-Rate Coordinator is copied on this correspondence for informational purposes only.

Yvette Pinales
E - Rate Reviewer
833-205-1185 Ext.58704

After signing into EPC, click this link to go directly to the PIA inquiry

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PIA Inquiry Page

Step 1) Click "Respond to Inquiries" which will then turn the Inquiry Name the color blue and make it an active hyperlink.
Step 2) Click on the <u>hyperlink</u> to see the actual PIA questions.

①

Records / FCC Forms 471

▓▓▓▓▓ - Category 1 Form 471 -
FY 2022 - #221010   🖼️ REQUEST EXTENSION   RESPOND TO INQUIRIES   SUBMIT MODIFICATION REQUES...

Summary   Funding Requests   **Review Inquiries**   Deferral History   Discount Calculation   Entity Information   News   Related Actions

Pending Inquiries

Read	Notice	Name	②	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
👁	🗒	Other Issues		Regular 15-Day	Jessica Keller	E - Rate Reviewer	833-205-1185 Ext.58647	2/15/2022 6:08 PM EST	3/2/2022	0	Saved & Waiting to submit
👁	🗒	Competitive Bidding		Regular 15-Day	Jessica Keller	E - Rate Reviewer	833-205-1185 Ext.58647	2/15/2022 5:35 PM EST	3/2/2022	0	Saved & Waiting to submit

Shows the date by which your PIA answers must be submitted. If you need additional time, click "Request Extension" at the top of the page.

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PIA Questions Page

Read the questions carefully and upload or provide an answer as appropriate. When **all** questions have been completed, click "Submit."

Your response to PIA's questions:

#	Question	Response
1	Please provide vendor documentation which supports the funding request amount of $6,300.00/month. Note: Any vendor documentation (e.g. contracts, vendor quotes, vendor bills, invoices, etc.) provided should clearly identify any ineligible charges that were cost allocated out of your request. Also, please be sure to explain any discrepancies between the amount requested and amount supported.	UPLOAD Drop file here
2	If you are requesting additional dollars to accommodate expected growth or increased usage, please provide any relevant documentation that you used when determining the estimate for expected growth or increased usage.	UPLOAD Drop file here
3	If you would like to provide any additional information about these issues that have not been addressed above: Use the text box to type information, or upload additional documentation using the "Browse" button.	

You can use the last text box to provide additional information/details that are relevant to the PIA review

+Add Document

To add additional documents, click "Add Document."

DELETE UPLOADED FILES

SAVE & CLOSE   SUBMIT

Finding Pending Inquiries in EPC

- In addition to the PIA inquiry e-mail notification, any user for the school/library can access the inquiry on their EPC Landing Page
- "**Pending Inquiries**" section at the top of the page
  - Click on the down arrow to expand
  - Type = **FCC Form 471**
  - Funding Year = **2022**
  - Then click 'Apply Filters' to see pending PIA inquiries

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | FCC Form 500 | SPIN Change | Appeal | Service Substitution | Manage My Organization | USAC Website | Contact Us | Help

Universal Service Administrative Co.

Welcome, Big Red School District!

∨**Pending Inquiries**

Type	FCC Form 471 ▼	Application/Request	-- Enter an Application/Request ID or Nickname --	
Funding Year	2022 ▼	BEN	-- Enter a BEN ID or Name(Maximum 10) --	
			APPLY FILTERS	CLEAR FILTERS

Confused by PIA Inquiry Questions?

- If you receive a PIA inquiry and are confused, you may e-mail your PIA reviewer using the contact information provided at the bottom of the initial PIA inquiry e-mail.

> If you have any questions as you work through your responses to the PIA review inquiries, please feel free to contact me via the phone number or e-mail address provided below. Please do not use e-mail to submit your responses to the PIA review inquiries. USAC will not review responses to PIA review inquiries sent to the reviewer's email address. All PIA responses must be submitted in EPC. Again, please be sure to provide complete responses to all of the PIA questions. If you need additional time to prepare your response, you may request an extension. Click the "Request Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be sure to meet the response due date and provide all of the information requested, otherwise your application(s) may receive reduced funding or a funding denial. Note: Your State E-Rate Coordinator is copied on this correspondence for informational purposes only.
>
> Sartoris Ward
> E-Rate
> 833-205-1185 Ext.72556
> sartoris.ward@usac.org

- You also may contact your state E-rate coordinator, Julie Tritt Schell, if you are unsure how to answer a question
  - If you do, please provide a copy of the actual PIA questions

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Deadline to Reply

- PIA inquiries typically provide applicants with 15 days to respond.
  - You are encouraged – strongly – to respond as soon as you receive the e-mail. The sooner you respond, the sooner you'll receive your E-rate FCDL.
- If you haven't responded to the PIA inquiry within 7 days of the initial request, PIA will send you a reminder
- If you haven't responded after 15 days, USAC may act on the information they already have to make a funding decision (which typically means denial)

Requesting an Extension

- Applicants can request a single, 7-day extension of the original deadline if you need more time. To do so, access your PIA Inquiry in EPC, click **Request Extension** at the top of the page.

- The first extension request will be automatically granted. If you still need more time, you <u>must</u> have a good reason to need extra time, and PIA will review your extension request before making a decision.

Records / FCC Forms 471

Category 1 Form 471 - FY 2022 - 221010.   REQUEST EXTENSION   RESPOND TO INQUIRIES

Summary   Funding Requests   Review Inquiries   Connectivity Information   Discount Calculation   Entity Information   News   Related Actions

Pending Inquiries

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
👁	🕐	Eligibility of Products and Services	Regular 15-Day	Norman White	Case Management Associate	973-581-7554	3/21/2018 12:43 PM EDT	4/5/2018	0	Response Needed
👁	🕐	Eligibility of Products and Services	Regular 15-Day	Norman White	Case Management Associate	973-581-7554	3/13/2018 11:52 AM EDT	3/28/2018	0	Saved & Waiting to submit

˅ Submitted Inquiries

Name	Outreach Type	Answered By	Assigned Date ↓	Answered Date
		No Submitted Inquiries.		

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To See What Was Submitted...

To see the responses submitted, locate your Form 471, then click 'Review Inquiries' in the toolbar. Under Submitted Inquiries, it will display each inquiry. Click on the Name to see your responses/documents.

Records / FCC Forms 471

Category 1 Form 471 - FY   RESPOND TO INQUIRIES   SUBMIT MODIFICATION REQUES...

Summary   Funding Requests   Review Inquiries   Deferral History   Discount Calculation   Entity Information   News   Related Actions

P

Category 1 Form 471 - FY 2022 - 221010.

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date ↓	Due Date	Extn.	Status
				No Pending Inquiries.						

˅ Submitted Inquiries

Name	Outreach Type	Answered By	Assigned Date ↓	Answered Date
Eligibility of Products and Services	Regular 15-Day Incomplete Response Reminder	Jc John Doe	2/10/2022 4:21 PM EST	2/10/2022 4:25 PM EST
Eligibility of Products and Services	Regular 15-Day	Jc John Doe	2/10/2022 2:46 PM EST	2/10/2022 3:55 PM EST

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Checking Your Form 471 Status

1. Search for Form 471 in EPC:
   - Bottom of EPC Landing Page under FCC Forms
   - Under Records on top toolbar
2. At the top of the page, a bar will show the progress of the Form 471
3. Below that, it will show the Application Review stage of the Form.
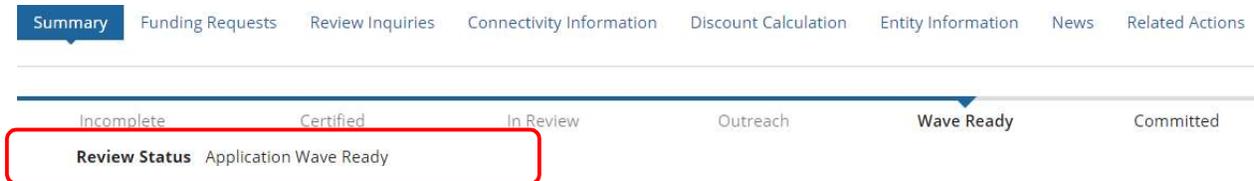
To see a more detailed status, use the FRN Status Tool (FST):

https://data.usac.org/publicreports/FRN/Status/FundYear

Various Statuses

- 471 Status Descriptions:
  - **In Review:** USAC received your certified 471 and is reviewing it
  - **Outreach:** USAC requires additional information and requires a response from you
  - **Wave Ready:** USAC has completed the PIA review and will issue a decision soon
  - **Committed:** USAC has issued a Funding Commitment Letter (FCDL)

- Detailed Review Status Descriptions (from FST):
  - **Awaiting Initial Review:** Application has not yet been assigned to a PIA reviewer
  - **Assigned to Initial Review:** Application has been placed in a PIA reviewer's queue
  - **15 Day Notice**: PIA has sent questions to the 471 contact that require a response from you
  - **Final Review**: Application has gone through initial review and may either proceed to Wave Ready Status, QA Status, or may be returned for additional review
  - **Application Wave Ready**: PIA is complete and will likely be included in the upcoming funding "Wave"

What Happens Next?

- After PIA review, the application likely will move to "Wave Ready" status which likely means that the application will be funded in an upcoming wave
  - First "wave" will likely be late April
- After an application has been "funded" in a wave, USAC will e-mail a Funding Commitment Decision Letter (FCDL)
  - All FCDL notifications will also appear in EPC
  - Landing Page > Notifications > FCDL > Funding Year
  - Click on "View Notification" to see FCDL details

Notifications

Notification Type	Funding Commitment Decision Letter		Status ⊘	● All
Funding Year	2018			○ Generated
				○ Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
🔍	Funding Commitment Decision Letter	FCC Form 471 - 181035843	1/16/2019	EPC System	1/16/2019 12:02 AM EST	View Notification
🔍	Funding Commitment Decision Letter	FCC Form 471 - 181030090	1/11/2019	EPC System	1/11/2019 12:03 AM EST	View Notification

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Submitting Form 471 Changes
RAL Modification Process
FY 2023

March 2023

You are here in the E-rate process:

```
Plan          →  Update        →  Bid (470)    →  Bid          →  Sign
Sept - Oct       Entity           Aug - Jan       Evaluation      Contract
                 Profiles                         Sept - Feb      Jan - Feb
                 Oct - Dec
```

```
Pay Vendor    →  Request Reimbursement                          Apply to
                 from USAC (472/BEAR)                            USAC (471)
                 if discounts not on vendor                      Jan - Mar
                 invoice
```

RAL Corrections, if needed

```
Purchase      ←  Turn-On       ←  Funding       ←  Application
Services or      Funding          Commitment       Review
Equipment        (486)            (FCDL)           (PIA)
                 Apr ---          Apr - Aug        Apr - Aug
```
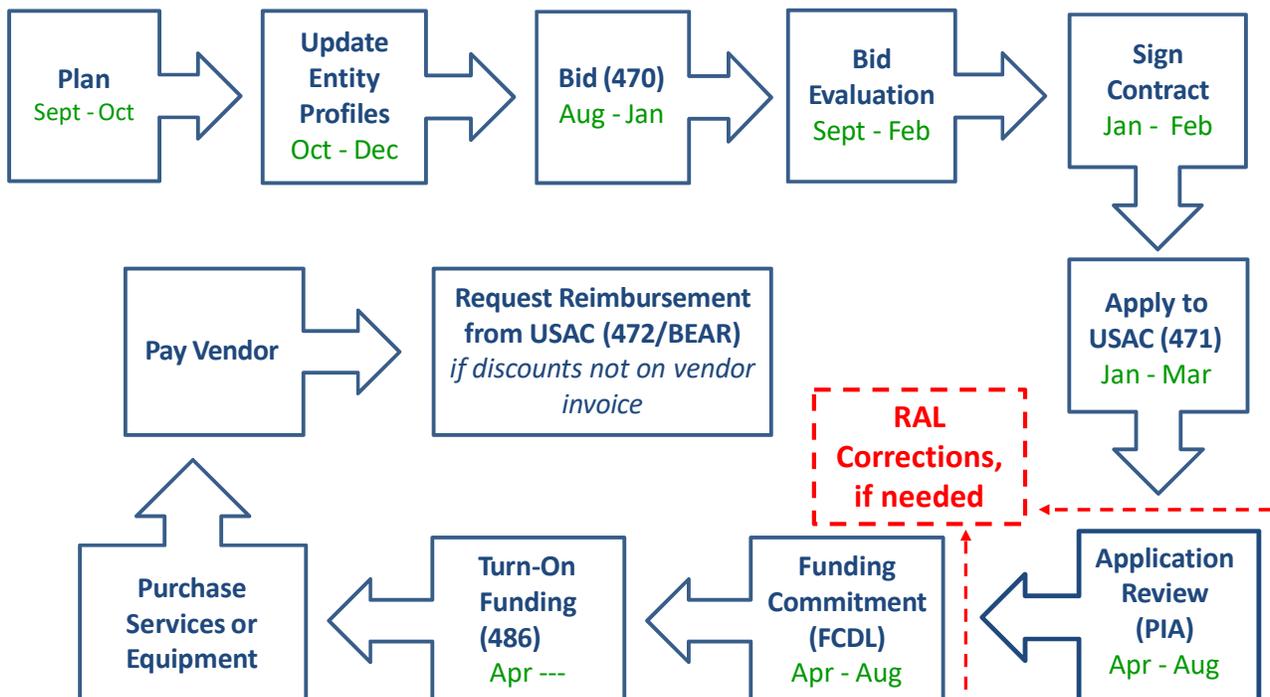
What is the RAL?

- RAL stands for Receipt Acknowledgement Letter
- RAL Modifications can be used to make certain changes, including adding omitted FRNs, to a submitted application
  - Pre-commitment SPIN Changes and Service Substitutions also may be submitted via RAL corrections
  - For a list of allowable corrections go to https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/
  - RALs may not be submitted after an FCDL has been issued
- RAL Mods are accessed in EPC by finding the submitted Form 471, and following the steps under Related Actions
- RAL Mod requests will be reviewed by PIA reviewers as they review your Form 471 application

Options for RAL Modifications

- When you enter the RAL Modification Module, you will be asked if you want to make changes to the "Application" or to the "Entity"
  - 'Entity' changes will relate just to your organization and your schools' and libraries' including their addresses, enrollment/NSLP data, etc.
  - Most applicants will choose 'Application' as this relates to all of the funding requests in your application
- Depending on which you choose, there will be sub-topics that also must be selected
- If you find that a needed change isn't available to be made in the RAL module, simply create the change in a Word document, and upload it in the RAL Modification Module

Where to Find the RAL

- Receipt Acknowledgment Letter is paperless and issued electronically in EPC

- Appears in Newsfeed

| News | Tasks (5) | Records | Reports | Actions |

E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received MCGUFFEY SCHOOL DISTRICT's FCC Form 471 - 221018514 for Funding Year 2022 on 3/7/2022. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two ...**More**

McGuffey - Category 2 -...   #125300 - MCGUFFEY S...

Monday, 9:54 AM   ☆   🔒   Comment   More Info ▾

Click on the Form 471 Nickname to find the Form 471, or search feature at bottom of EPC Landing Page

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Submitting RAL Corrections

Records / FCC Forms 471

McGuffey - Category 2 - FY 2022 - #221018514

| Summary | Funding Requests | Review Inquiries | Deferral History | Discount Calculation | Entity Information | News | Related Actions |

| Incomplete | Certified | In Review | Outreach | Wave Ready | Committed |

Review Status Final Review

˅ Application Information

Nickname McGuffey - Category 2 - FY 2022   Created Date 3/2/2022 3:31 PM EST

Application Number 221018514

Funding Year 2022

Window Status In-Window

Category of Service Category 2

⚡ **Respond to Inquiries**
Answer Reviewer Questions.

⚡ **Submit Modification Request (RAL)**
Submit a RAL Modification Request for this Application

- Select **Related Actions** located at the top of the screen.

- Then, click **Submit Modification Request (RAL)** to choose what you would like to change on the Form 471.

Submitting RAL Corrections

Form 471 Modification Request

Would you like to request changes to an entity or this application?

[APPLICATION]   [ENTITY]

> RAL Request Help

[DISCARD REQUEST]   [FINISH & SUBMIT REQUEST]

- Your **Application**: Select **Application** and choose one of the following in the dropdown:
  - Application Details
  - Funding Request Details
- Your **Entity**: Select **Entity** and choose one of the following:
  - BEN
  - Related Entities

Application Corrections

Form 471 Modification Request

Would you like to request changes to an entity or this application?

[APPLICATION✓]   ENTITY

Select the sub-category you want to modify

Please select a value   ▼

Application Details
Funding Request Details

Application Details

How would you like to proceed?

[CANCEL APPLICATION]   [EDIT APPLICATION]

- If you click the "**Application**" button and then choose "**Application Details**" from the dropdown, a "Continue" button will appear. When you click "Continue", you have two choices:

  - Cancel Application

  - Edit Application

Canceling an Application

Application Details

How would you like to proceed?

[CANCEL APPLICATION✓] [EDIT APPLICATION]

Are you sure you want to cancel this application?

[NO]   [YES]

[BACK]   [CONTINUE]

"**Cancel Application**" allows you to cancel your FCC Form 471, but you will be prompted to respond before your application is canceled.

Edit Application

Application Details

How would you like to proceed?

[CANCEL APPLICATION] [EDIT APPLICATION✓]

"**Edit Application**" allows you to modify:
- the application nickname
- the contact person
- the holiday contact information

You can then upload support documentation to explain the correction, if needed

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File   **Document Description**

[UPLOAD] Drop file here

Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

[APPLICATION✓] [ENTITY]

Select the sub-category you want to modify

Funding Request Details ▼

Funding Requests

	FRN ↑	Nickname	Number of Line Items
☐	2099013431	UPS - TrippLite - ePlus	1
☐	2099013438	Firewall - Palo Alto - ePlus	1
☐	2099013442	Switches - Cisco - ePlus	5

[ADD FRN] [VIEW LINE ITEMS] [EDIT FUNDING REQUEST] [EDIT PURCHASE AGREEMENT]

- If you click the "**Application**" button and then choose "**Funding Request Details**" from the dropdown, you see a list of the funding request numbers (FRNs) on this form.
- From there, you can choose:
  - "**Add FRN**" to create the key information for a new FRN.

Funding Request Details

Select the sub-category you want to modify

Funding Request Details ▼

Funding Requests

	FRN ↑	Nickname	Number of Line Items
☐	2099013431	UPS - TrippLite - ePlus	1
☐	2099013438	Firewall - Palo Alto - ePlus	1
☑	2099013442	Switches - Cisco - ePlus	5

[ADD FRN] [VIEW LINE ITEMS] [EDIT FUNDING REQUEST] [EDIT PURCHASE AGREEMENT]

If you check the box next to an FRN, you can select "**View Line Items**" for that FRN to make additional modifications.

Funding Request Details

	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☑	2099013442.001	Data Distribution	Switch	0	3	$22,218.00
☐	2099013442.002	Data Distribution	Switch	0	3	$8,280.00
☐	2099013442.003	Transceiver	Transceiver	0	4	$1,471.44
☐	2099013442.004	Transceiver	Transceiver	0	8	$8,580.48
☐	2099013442.005	Data Distribution	Switch	0	1	$966.00

Funding Request Line Items

1 – 5 of 5

EDIT LINE ITEM **MANAGE RECIPIENTS OF SERVICE**

If you check the box next to an FRN Line Item, you can:
- "**Edit Line Item**" to change Purpose, Bandwidth Speed, Connection Info, or Cost or
- "**Manage Recipients of Service**" to remove or add recipients of service

---

Edit Line Items

Product and Service Details for FRN Line Item #2099013442.001

Type of Internal Connection ❓ *

Data Distribution

Type of Product *

Switch

Make *

Cisco Systems

Model *

C9500-16X-EDU

Installation Included in Price?

YES **NO ✓**

Is the hardware for this FRN Line Item leased?

YES **NO ✓**

Cost Calculation for FRN Line Item #2099013442.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	$0.00	One-time Unit Cost	
Monthly Recurring Unit Ineligible Costs	$0.00	One-time Ineligible Unit Cost	
Monthly Recurring Unit Eligible Costs	= $0.00	One-time Eligible Unit Cost	
Monthly Quantity	0	One-time Quantity	3
Units	Each	Total Eligible One-time Costs	= $22,218.00
Total Monthly Eligible Recurring Costs	= $0.00	**Summary**	
Months of Service	x 12	Total Eligible Recurring Costs	$0.00
		Total Eligible One-time Costs	+ $22,218.00

"**Edit Line Item**" view
- Correct the information and then upload supporting documentation

Supporting Documentation

After making modifications above, please use the fields b
that contain only changes made to the fields below will b

Upload File

UPLOAD ⬚ *Drop file here*

Edit Funding Request

If you check the box next to an FRN, and then "**Edit Funding Request**" you can:

– "**Cancel FRN**" or

– "**Edit FRN Key Information**" such as FRN Nickname or Narrative

Edit Purchase Agreement

If you check the box next to an FRN, you can:

• "**Edit Purchase Agreement**" to make certain changes to the information you originally entered regarding services provided under contract, tariff or MTM services

  • Remember to consult list of allowable corrections at https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/

  • If you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in EPC in order for it to appear in your search results.

Edit Purchase Agreement

Edit FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓ TARIFF MONTH-TO-MONTH

Associate a different Contract Record by clicking on "Search For Contracts"

SEARCH FOR CONTRACTS

Contract Summary - 2022 - C2 Meraki switches/wireless - CCL

Contract Number		Account Number	
Establishing FCC Form 470	#220012302	Service Provider	Computer CenterLine of Greensburg, Inc (SPIN: 143004885)
Award Date	3/3/2022	Includes Voluntary Extensions?	No
Expiration Date (All Extensions)		Remaining Voluntary Extensions	
		Total Remaining Contract Length	

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *

07/01/2022

Enter the date when services will start for this Funding Year

Correct Service Start Date for the funding year

What is the date your contract expires for the current term of the contract? ❓ *

09/30/2023

Correct Contract Expiration Date for the current term of the contract

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

UPLOAD Drop file here

Document Description

Upload document to support modifications

Edit Entity Information

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION **ENTITY ✓**

BEN RELATED ENTITIES

If you select "**Entity**" and then "**BEN**," check the box to the left of the BEN to enable the buttons "**Add Related Entity**" or "**Edit**."

APPLICATION **ENTITY ✓**

BEN ✓ RELATED ENTITIES

Entity Level Changes
Please select Entity to modify

	BEN Name ↑	BEN	City	State	Entity type
☑					
☑	MCGUFFEY SCHOOL DISTRICT	125300	CLAYSVILLE	PA	School District

ADD RELATED ENTITY EDIT

- "**Add Related Entity**" pulls up a list of the entities associated with the BEN. You can add any of the entities on the list to your FCC Form 471.
  - If you want to add a new entity, you must first ask the Client Service Bureau (CSB) to create the entity in your organization's profile. After the new entity has been created, it will then appear on this list.
- "**Edit**" allows you to edit the same information that appears in the organization's profile. Remember that the profile itself is not updated by any modifications you make here.

Edit Related Entities

- If you select "**Entity**" and then "**Related Entities,**" you will see the current list of entities associated with the BEN on this form. To modify information for an entity, check the box to the left of the entity's name.
- Select "**Remove**" to omit the selected entity from the application.
- Select "**Edit**" to edit the same information that appears in the entity's profile.
  Remember that the profile itself is not updated by any modifications you make here. This will flag your application so that changes can be implemented during PIA review.

Edit Related Entities

Scroll down to see all fields, and edit the information. Click "**Submit & Continue**" to go back to the Related Entities table. Continue selecting each entity to edit its information. When done, click on "**Finish & Submit Request.**"

Finding Submitted RAL Modifications

> Select "**Reports**" from Landing Page

> Then "**My Submitted Modification Requests (RAL)**"

Selective Review

Selective review is a separate component of the FCC Form 471 Program Integrity Assurance (PIA) review process. During selective review, USAC verifies that applicants followed competitive bidding rules and have the necessary resources to make effective use of requested services. USAC will look at your competitive bidding documentation to ensure that a fair and open bidding process occurred.

The selective review takes place at the billed entity level. Generally, this means that the review will take place at the school district, library system, or consortium level. USAC requests and reviews information for all FCC Forms 471 that were filed by the billed entity for the current funding year.

Selective Review Information Request (SRIR)

USAC will send an email to the FCC Form 471 contact to inform them that their entity has been chosen for selective review and will provide information about how to submit a response. A link will be provided to access the SRIR in the E-rate Productivity Center (EPC).

If you receive a selective review, USAC must receive all requested information within 15 calendar days from the date of the SRIR inquiry listed in EPC.

If you need additional time to respond, you can request an extension on the **Review Inquiries** page of your FCC Form 471 record in EPC. Your first extension request will be automatically granted, and you will receive an additional seven (7) days to respond. USAC is unable to grant multiple or lengthy extensions to respond to the SRIR.

USAC will contact you through EPC for any additional information or supporting documentation that is required to complete the review. They will inform you if the information you submitted supports a modification or denial of your funding request(s). You will have an opportunity to agree with the modification or denial or to provide additional information to support your funding request before USAC issues a Funding Commitment Decision Letter (FCDL).

How to Respond to the SRIR

The applicant or the applicant's authorized representative can respond to the SRIR. If the applicant's authorized representative responds, the applicant must submit a Letter of Agency (LOA) or consulting agreement authorizing the authorized representative to act on the applicant's behalf. Remember, however, that service providers may not act as the applicant's representative in this case and may not complete the SRIR for any applicant.

1. **Confirm Receipt** - First, acknowledge that you have received the SRIR by contacting the USAC reviewer named in the SRIR. If they do not receive a confirmation from you, they will call or email you for your confirmation.

2. **Provide Complete Response** - Respond fully and completely to your SRIR to avoid delaying the review and approval of your funding request.

3. **Submit Supporting Documentation** - USAC requests copies of documents associated with your competitive bidding process. Please label each document and include FRN(s) and descriptions that identify the information contained within. If your documentation was already uploaded into your EPC profile or contracts, indicate this in your response. You do not need to submit the same documentation again.

The USAC Select Review Instructions provide further information and are available at:
https://www.usac.org/wp-content/uploads/e-rate/documents/info-request/SRIR-Instructions.pdf

Status Updates

The selective review is independent of other reviews conducted by PIA which may or may not still be in progress. To learn the latest status of your FCC Form 471 application, please refer to the form in the EPC or use the FRN Status Tool at https://data.usac.org/publicreports/FRN/Status/FundYear. The outcome of all of the selective reviews or PIA reviews will be provided to you in a Funding Commitment Decision Letter (FCDL).

Selective Review Information Request (SRIR) Instructions

Information Regarding Competitive Bidding & Vendor Selection Process

The following sections outline the documentation you will need to supply concerning your competitive bidding and vendor selection processes. Please provide the information by FCC Form 471 Funding Request Number (FRN), unless otherwise indicated. If a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, indicate on the first page of the document all of the FRNs that are supported by the document. If for any reason you do not have the documentation requested below, you MUST completely explain why it is missing.

The current document retention requirement became effective upon announcement in the Federal Register [PDF] on November 20, 2014. The suggested list of documents to be retained can be found in paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190 [PDF]). Failure to comply with these requirements will put your funding at risk.

Contracts and/or Other Agreements

Provide signed and dated copies of any and all agreements related to each FRN, including any and all contracts, agreements, Statements of Work, etc., and any and all agreements between the applicant and the service provider related in any way to the applicant's funding request(s) and/or provision of services. Please indicate the FRN(s) on all relevant contracts.

In order for a contract to be considered valid under the rules of the Program, it must be signed and dated by the applicant after the Allowable Vendor Selection/Contract Date (ACD). The ACD is set when the FCC Form 470 that establishes the competitive bidding for the FRN is posted to the USAC website. However, if the Contract Award Date on the FRN is before the ACD or is missing altogether, you will be given the opportunity to provide documentation to support the correct Contract Award Date.

If the price on the contract is different from the pre-discount price on your FRN, please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your FCC Form 471, indicate which services have been removed, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your FCC Form 471, please explain why).

If the contract referenced on a particular funding request is a state master contract, please indicate that. There is no need to provide us with a copy of the state master contract if it is available online and you provide us with the website address or if it has previously been provided to USAC and you provide us with information to help us locate it.

Submit a copy of the relevant contract(s) with your Selective Review response. Tariffed services (e.g., local and long distance telecommunication services) and month-to-month services (e.g., monthly Internet services) are sometimes offered through state master contracts or other types of contracts. If you sign a contract for these services (or if you are buying from a state master contract), USAC considers your services

Schools and Libraries (E-rate) Program

to be contracted services. Again, if a state master contract was previously provided to USAC or if it is available on a website, you may provide information about how to locate it instead of providing a copy.

If contracts are required and are not provided, please explain why you have not provided them.

Requests for Proposal (RFP)

Provide copies of any and all RFP(s), invitation(s) to bid, request(s) for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s). Be sure to include any and all amendments made to the original RFP and include the date(s) issued. You must also demonstrate that the RFP was available to bidders for 28 days before you signed a contract. RFP responses can be received prior to the 28th day of the FCC Form 470 posting. All RFPs should indicate when they were first made available to service providers (i.e., release and posting date as well as the due date for which bids were required to be submitted).

You do not need to provide copies of any FCC Form 470 that was posted on the USAC website. If your documentation was already uploaded into your EPC profile or contracts, indicate this in your response. You do not need to submit the same documentation again.

If RFPs or other bid solicitation documents were used as part of the procurement process and are not being provided, please explain why you have not provided them.

Bid Responses

Indicate the number of bids/proposals received for all funding requests and provide complete copies of any and all proposals, bid responses, etc., received in response to the FCC Form 470 and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests. Please list the FRN(s) associated with relevant bid responses on your Selective Review response. Information should be provided for all funding requests including tariffed, month-to-month, and contracted services.

If you did not receive any bids, you should indicate on your Selective Review response "no bids received" and submit documents explaining how you selected your service provider(s).

Vendor Selection Process

Provide the number of bids received for each Telecommunications, Voice Services, Internet Access, Internal Connections and Managed Internal Broadband Services, and Basic Maintenance of Internal Connections FRN.

Provide all documentation created during the bidding process and indicate how and why you selected your service provider(s). This includes FRNs where you selected a state master contract that was a multiple award schedule or similar vehicle. (See "Special Note Regarding State Master Contracts" below.) If multiple bids were received, vendor evaluation sheets must be provided.

Applicants may use a multi-tier bid evaluation process, but price of the eligible products and services must be the primary factor during EACH stage of the evaluation process.

Documentation should include:

- a description of the evaluation process
- the factors used to determine the winning bid
- the relevant weighting of the factors (points or percentage) in the evaluation process
- correspondence to and from the bidding vendor(s) and
- attendance sheets for any meetings regarding the FCC Form 470 and/or RFP or other solicitation vehicles

Consulting Agreement(s) or Letter(s) of Agency

Please provide a complete signed and dated copy of any consulting agreement(s), including any Letter(s) of Agency (LOAs) that covers the current funding year, relating to the planning, implementation, and support of your funding request(s). If a consultant was not used, please indicate that no consultant was used. Failure to provide a consulting agreement or LOA for the current funding year will indefinitely delay USAC's ability to issue a Funding Commitment Decision Letter.

Correspondence

Provide a copy of all correspondence between the entity and any service provider(s) and/or consultant(s) regarding the competitive bidding process and the application process. Examples of requested correspondence include emails, faxes, phone logs, letters, and responses from potential bidders and selected service providers.

Organizational Structure

If your organization functions in multiple capacities, such as consultant, service provider, and/or applicant, provide a copy of your organizational flow charts clearly identifying in which role you are responding to the SRIR, and how that is separated from other business functions and/or reporting structures in the organization.

Please provide any other documentation available that would be helpful to demonstrate your compliance with FCC rules requiring a fair and open competitive bidding process.

Special Note Regarding State Master Contracts (SMC)

The filer of the FCC Form 470 - whether state or applicant - must comply with all FCC requirements and local and state procurement laws. Applicants must follow the applicable provisions of the state master contract and local and state procurement laws.

If you are procuring products or services off a state master contract, and the state filed a FCC Form 470 that led to the award of that state master contract that is not a multiple award schedule, and you referenced that state FCC Form 470 in your funding request, you do not need to provide competitive bidding and vendor

selection documentation at this time. If this is the case for some or all of your FRNs, please indicate such in your response.

If, however, you filed one or more FCC Forms 470 and then used the state master contract as a bid response, you must provide full documentation about your competitive bidding process and vendor selection. Whether you use a state FCC Form 470 or your own FCC Form 470, if the state master contract that you are purchasing from is a multiple award schedule or similar vehicle you must show that the service provider that you selected is the most cost-effective provider. In other words, you will need to demonstrate how and why you selected service provider "A" instead of one of the other service providers that provide the same services through the multiple award schedules.